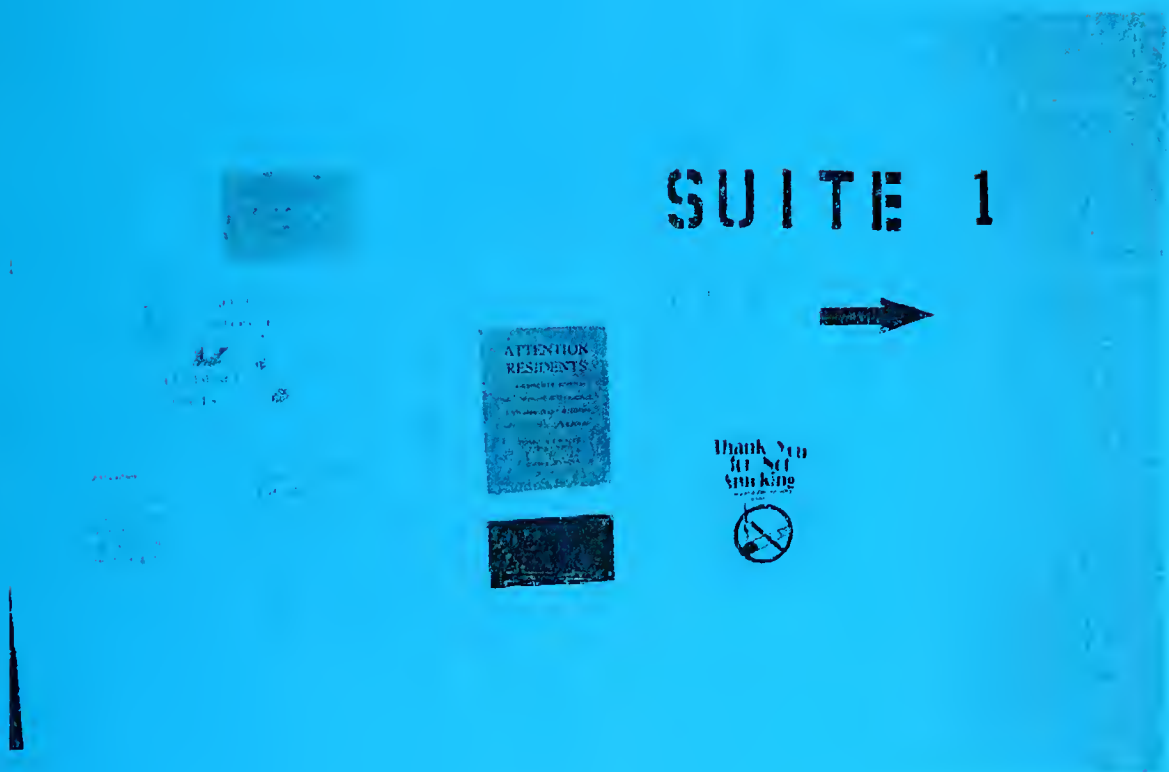


THE Saltire

The Official Student Handbook of
St. Andrews Presbyterian College
2009-2010



St. Andrews
PRESBYTERIAN COLLEGE
1700 Dogwood Mile • Laurinburg, NC 28352

RECEIVED

NOV 24 2009

LIBRARY
ST ANDREWS COLLEGE

THE Saltire

The Official Student Handbook of
St. Andrews Presbyterian College
2009-2010

SUITE 1



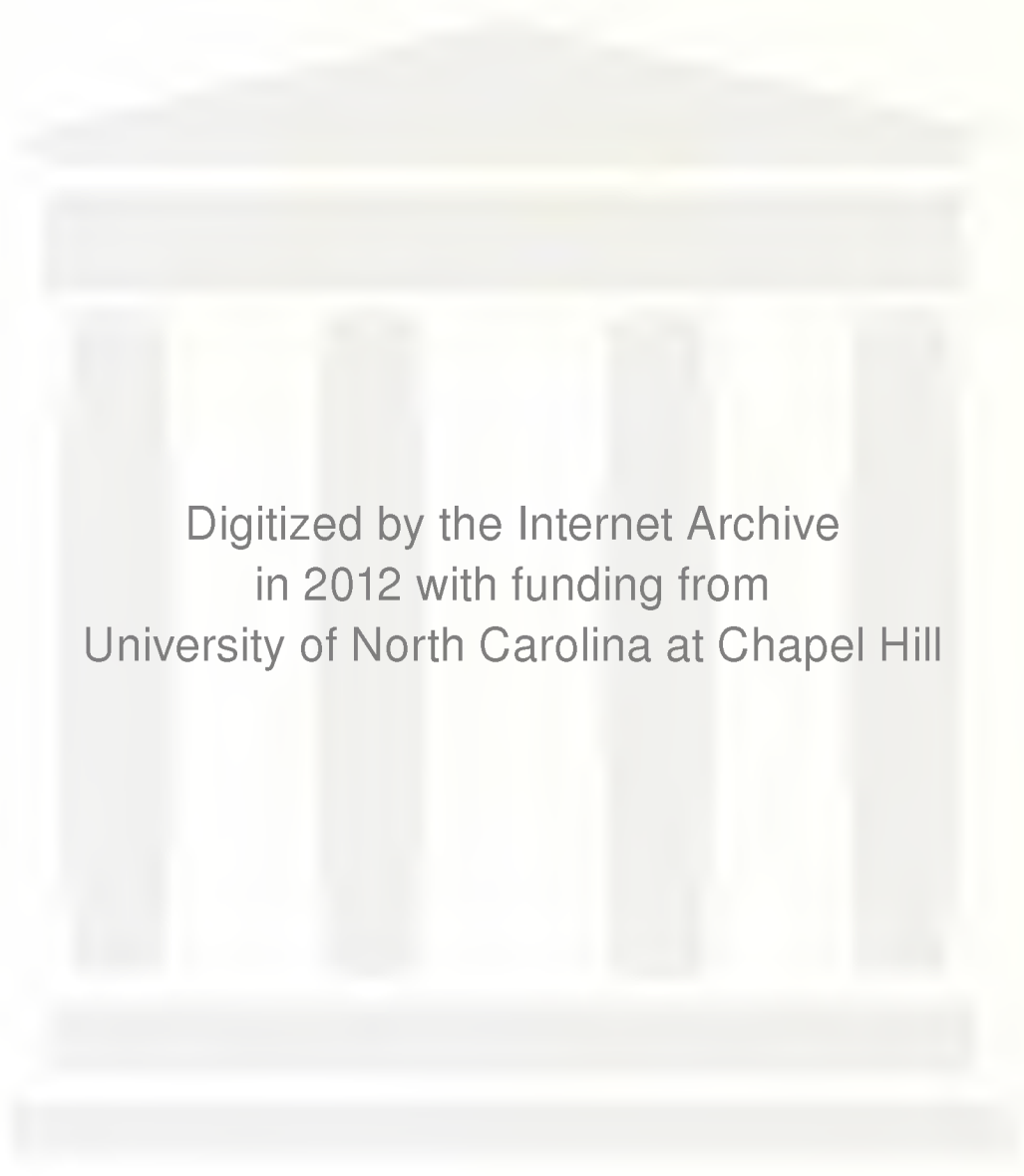
Thank You
for Not
Smoking



St. Andrews
PRESBYTERIAN COLLEGE
1700 Dogwood Mile • Laurinburg, NC 28352

THE **Saltire**

The Official Student Handbook of
St. Andrews Presbyterian College
2009-2010



Digitized by the Internet Archive
in 2012 with funding from
University of North Carolina at Chapel Hill

The Saltire IS THE OFFICIAL STUDENT HANDBOOK OF ST. ANDREWS PRESBYTERIAN COLLEGE. IT CONTAINS THE ESSENTIAL INFORMATION AND GUIDELINES STUDENTS WILL NEED TO FOLLOW AS MEMBERS OF THE ST. ANDREWS COMMUNITY. STUDENTS ARE EXPECTED TO BE FAMILIAR WITH THE CONTENT OF THE SALTIRE AND WILL BE HELD RESPONSIBLE FOR ADHERING TO THE POLICIES WITHIN THE HANDBOOK.

Please Note: Reasonable effort has been made to ensure the accuracy of information contained in this publication. St. Andrews is not responsible for, and accepts no liability for, typographical or other errors that may appear in this book in spite of reasonable efforts to review the text. Information is provided as a service with the understanding that the college makes no warranties concerning the accuracy, completeness or reliability of the information herein contained. The college reserves the right to correct any errors as may be found. Interpretation of any possible ambiguity and/or resolution of any possible conflict between or among the parts of this text, or other college publications or documents, or related publications or documents, is the sole and exclusive right of St. Andrews Presbyterian College. The college reserves the right to make changes at its discretion and as might seem appropriate in such areas as, but not limited to, procedures, policies, rules and regulations, and structures.

Contents

Important Numbers	8
Introduction	11
College Mission Statement	11
Student Responsibilities and the Community Honor Code	11
The Code of Conduct for the St. Andrews Community	11
Community Honor Code	12
Class Attendance	12
Family Educational Rights and Privacy Act of 1974 (FERPA)	13
Student Complaint Policy	13
Academic Resources	14
Academic Advising	14
The duPont Center for Academic Success	15
Disability Services	15
Honor Organizations	16
Student Resources	17
Bookstore	17
Business Office	17
Campus E-mail	17
Campus Ministries	17
Campus Safety and Security	18
Career Services	18
Community Service	18
Computer Services	19
Dining at Knights Dining Hall and Pipers Café	19
Excalibur Campus Intranet	19
Financial Aid	20
First Year Programming	20
International Student Assistance	20
Library	21
Mail Services	21
Registrar	22
Student Health and Wellness	22
Campus Clinic	22
Counseling Services	22
Campus Life	23
Clubs and Organizations	23
Current Campus Organizations	23
Community Service Opportunities	25

Leadership Development and Opportunities	26
Recreation and Fitness	27
Intramurals	27
PE Center	27
Student Activities	27
Social Events	27
Campus Parties	28
Swimming and Boating	30
Fishing	30
“The Wall”	31
Residence Life	32
Introduction	32
Residency Requirements	32
Change in Residential Status for Medical Reasons	33
Meal Plan	33
Meal Plan Modification Requests	33
Restriction from College Housing	33
Residence Hall Room Deposit	34
Housing Options	34
Single Rooms	35
Room Inventory	35
Roommates and Roommate Agreements	36
Room/Roommate Change	36
Liability Renters’ Insurance	37
Room Inspection and Entry	37
Holidays and Breaks	38
Cable Services	40
Computer Hook-up	40
Telephones	40
Housekeeping	41
Laundry Facilities	42
Pest Control	42
Vending Machines	43
Work Order Online Requests and Hotline	43
Residential Living Policies	43
Administrative and Safety Expectations	43
Alcohol in Residence Halls	45
Appliances	45
Cooking and Food	46
Damages	46

Decorating Rooms and Suites	46
Doors and Windows	46
Dry Campus	46
Electrical Additions	47
Furniture	47
Keys	47
Lofts	47
Personal Belongings	47
Pets	48
Quiet Hours	48
Recreational Activities	49
Residence Hall Staff	50
Visitors and Guests	50
Campus Safety and Security	52
Building Access Control	52
Camping	53
Emergency Precautions and Notifications	53
Escort Service	53
Fire Protection	53
Fire Safety Procedures	53
ID Cards	54
Roofs and Balconies	55
Safety, Mechanical and Electrical Equipment	55
Smoke Alarms	55
Smoking	55
Vehicle Regulations	56
Computer and Network Services	57
Acceptable Use of Information Technology Resources	57
Respectful Exchange of Ideas and Information	57
Personal Responsibility	57
Authority	58
Conditions for Continued Membership	58
Academic Dishonesty	58
Student Conduct System	59
The Conduct Hearing Process	59
Types of Conduct Hearings	60
Rights and Responsibilities of Students Subject to Conduct Hearings . . .	61
Special Circumstances	62
Sanctions	63
Sanctions that May be Imposed by Any Hearing Body	63

Sanctions that May be Imposed Only by the Dean of Students	65
Sanction Review Process	66
Final Authority for Conduct Matters	66
General Sanction Guidelines	66
Student Conduct Records	67
Student Responsibilities to the Community	67
Good Samaritan Policy	68
Bystander Policy	68
Anonymous Tips at Quiet Knight	68
Personal Responsibility for Behavior	68
Alcohol and Other Drugs (AOD) Policy	69
AOD-Alcohol	69
Legal Requirements of the State of North Carolina	69
College Policies Regarding the Consumption and Handling of Alcoholic Beverages	70
Recommended Sanctions for AOD-Alcohol Policy Violations	72
AOD-Other Drug	73
Recommended Sanctions for AOD-Other Drugs Policy Violations	73
Alcohol and Other Drug Education and Treatment	74
Other Conduct Policies	75
Complying with Requests from College Officials	75
Convicted Felons	75
Dishonesty and False Identification	75
Disruptive Behavior/Violation of Laws	76
Fighting	76
Fire-setting or Tampering with Fire Safety Equipment	76
Fireworks	77
Harassment	77
Intrusive Contact (Stalking)	77
Hazing	77
Misuse or Vandalism of College Property	77
Misuse of Computer Facilities	77
Sexual Misconduct Policy	78
Stealing	81
Unauthorized Removal or Destruction of Materials from Campus Resources	81
Unauthorized Use, Vandalism or Destruction of College Property	81
Weapons	82
Student Government	82

Student Government Association	82
Constitution of the Student Government Association	82
Appendix	95
Appendix A: Family Educational Rights and Privacy Act of 1974 (FERPA) . .	95
Appendix B: Statement of Student Rights and Privileges	97
Appendix C: Student Athlete Rights	98
Appendix D: Grievance Procedure for Students with Disabilities	99
Appendix E: Vehicle Regulations for Motor Vehicles and Bicycles	100
Appendix F: Sexual Harassment Policy and Procedures	105
Appendix G: St. Andrews Presbyterian College Intellectual Property Policy .	108



Important Numbers

KEY TO ABBREVIATIONS

HWC—Health and Wellness Center

LA—James L. Morgan Liberal Arts Building

OSA—Office of Student Affairs

RD—Resident Director

In case of emergency . . .

ON-CAMPUS

Campus Safety and SecurityBurris Hall(910)280-2895
(Officer on Duty)
Health and Wellness Center (HWC)Pate HallExt 5040

OFF-CAMPUS

General Local Emergency9-911
Laurinburg Police Department9-276-3211
Laurinburg Fire Department9-276-1811
Scotland Memorial Hospital9-291-7000

FOR CAMPUS ASSSISTANCE

Academic Records (Registrar)LA 133Ext 5221
Automobile/Bicycle RegistrationBurris Hall280-2895
(Campus Safety and Security)
Business OfficeLA 138Ext 5222
Campus ClinicPate/HWCExt 5040
Career ServicesBelk/OSAExt 5331
Cashing Checks (under \$25)BookstoreExt 5308
Class Registration (Registrar)LA 133Ext 5221
Clubs/Organizations InformationBelk/OSAExt 5148
(Director, Student Activities)
Campus MinistriesBelk/OSAExt 5145
Community Honor Code ViolationsBelk/OSAExt 5145
Computer Services (Helpdesk)LA 174Ext 5014
Counseling ServicesPate/HWCExt 5040
Dean of StudentsBelk/OSAExt 5145
Disability ServicesPate/HWCExt 5667
The duPont Center for Academic SuccessPate/HWCExt 5040
Financial AidLA 188Ext 5560
Graduate School InformationBelk/OSAExt 5331
(Career Services Center)

Guests on Campus	Burris Hall	280-2895
(Campus Safety and Security)		
Housing Information	Belk/OSA	Ext 5753
Lost and Found	Burris Hall	280-2895
(Campus Safety and Security)		
Lost IDs	Belk/OSA	Ext 5753
Intramural Activities	Belk/OSA	Ext 3954
Reporting Theft	Burris Hall	280-2895
(Campus Safety and Security)		
Parking/Traffic Tickets		
(Campus Safety and Security)Burris Hall 280-2895		
Payments for Parking/Traffic Tickets . . .	LA 138	Ext 5222
(Business Office)		
Physical Education Facilities	PE Center	Ext 5274
Publications		
<i>Cairn</i> (literary journal)		LA 166Ext 5310
<i>Gravity Hill</i> (student literary journal) .		LA 166Ext 5310
(St. Andrews College Press Office)		
<i>The Lance</i> (newspaper)		TBD.TBD
(TBD)		
<i>Lamp & Shield</i> (yearbook)		Belk/OSAExt 5148
(Assistant Dean of Students)		
Reserving Rooms on Campus	President's Office	Ext 5001
Residence Hall Directors		
Albemarle RD		Ext 5120
Concord RD		Ext 5480
Granville RD		Ext 5140
Mecklenburg RD		Ext 2001
Orange RD		Ext 5130
Pate RD		Ext 2001
Wilmington RD		Ext 5170
Winston-Salem RD		Ext 5150
Residence Hall Maintenance Problems (Housing Services) .	Belk/OSA . . .	Ext 5753
(Or Submit a Work Order Request on Excalibur)		
Residence Hall Personal Problems	Belk/OSA	Ext 5145
(Also consult your Resident Assistant and/or Resident Director)		
Sales or Solicitation on Campus	Belk/OSA	Ext 5145
Student Conduct Issues	Belk/OSA	Ext 5149
Transfer/Transferring of Credits	LA 133	Ext 5221
(Registrar)		

Withdrawal from Class (Registrar) LA 133 Ext 5221
Or contact Course professor, Faculty Advisor
Withdrawal from College Belk/OSA Ext 5753
Or contact Faculty Advisor or Registrar
Working Off-Campus Belk/OSA Ext 5331
(Director, Career Services)
Working On-Campus LA 188 Ext 5562
(Student Financial Planning)



THE Saltire

Introduction

COLLEGE MISSION STATEMENT

The mission of St. Andrews Presbyterian College is to educate its students to be knowledgeable and imaginative servant-leaders well prepared for a lifetime of learning, leadership and service in an ever-changing and interdependent world.

The College fulfills its mission by:

- Engaging students with a curriculum informed by the values and intellectual traditions of its Presbyterian heritage, inspired by the openness of the liberal arts and sciences, and realized in dialogue among students and faculty
- Enabling students to develop a depth of knowledge and expertise in a chosen field of study, balanced by a breadth of knowledge that is interdisciplinary at its core, global in its scope, and practical in its application
- Encouraging students to strive for excellence in all aspects of their lives, through academic and co-curricular programs, with a due regard for physical, mental and spiritual well-being
- Empowering students to break down intellectual, cultural and interpersonal barriers in order to become creative, engaged and contributing world citizens

STUDENT RESPONSIBILITIES AND THE COMMUNITY

HONOR CODE

As members of the St. Andrews community, students have responsibilities that are reflected in the St. Andrews Community Honor Code below and described in detail within The Saltire. Students are expected to be familiar with the content of The Saltire and will be held responsible for adhering to the policies within the handbook.

THE CODE OF CONDUCT FOR THE ST. ANDREWS COMMUNITY

Accepted by the St. Andrews Community, Spring 1996

Preamble

All members of the St. Andrews College Community must be responsible for their choices of behavior and make sure that these behaviors do not infringe upon other community members.

The College has the authority and responsibility to establish rules and standards, which may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principal responsibility for proper conduct rests with students, and as much as possible, they all are encouraged to resolve conflicts of individual rights and responsibilities themselves. The College will become involved, how-

ever, when a student cannot resolve a conflict her/himself; when there exists a reasonable basis to believe that local, state or federal laws have been broken; when there could be or is potential for personal harm or property damage; or when there exists a reasonable basis to believe that college conditions or policies have been violated.

St. Andrews requires students to obey local, state and federal laws. The College does reserve the right to hold responsible those students whose behavior, either on or off campus, blemishes the College's general image or reputation, or otherwise evidences disregard for the safety, well-being or rights of others. If a student is involved in an illegal act off campus, the College does reserve the right to initiate disciplinary action.

COMMUNITY HONOR CODE

I promise to be a contributing member of the St. Andrews Presbyterian College community and supportive of its mission: to be responsible for my choices of behavior, to be honest in all my academic endeavors, to be respectful of the property and person of others, and to live in harmony with the social and natural environments which sustain this community.

CLASS ATTENDANCE

The college expects regular class attendance in all courses. Student absences diminish the quality of learning experiences for all. Such absences are an indication of disengagement from the College community. Absent students will be sought out and counseled. Faculty members will keep records of student attendance and will send students written absence warnings when any pattern of absences such as consecutive unexcused absences appears to be jeopardizing academic success. Copies of the notices will be sent to faculty advisors, the Office of Student Affairs and the Registrar's Office. Absences will also be noted on Checkpoint Letters. These notices will be used as a basis for counseling and other interventionary measures designed to re-engage absentees. In instances where intervention does not lead to a change in behavior, the faculty member and Registrar may withdraw a student involuntarily from a course. Federal regulations require that veterans must attend classes regularly to remain eligible for V.A. benefits.

Faculty will be informed of class absences as a result of authorized participation in college sanctioned extracurricular activities, such as intercollegiate athletic contests, and illness that is documented by a physician or a nurse in the health center. Students are responsible for all work missed and should communicate with faculty regarding their absences.

Faculty members may establish such additional attendance requirements as they deem academically sound and which do not conflict with the College's attendance policy. Any such requirements must be set forth in writing in the course syllabus that is given to the students at the beginning of the term.

Courses normally will have three 50-minute periods or two 75-minute periods

available for class meetings, in addition to class meeting time for laboratories, if required, each week.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Student Rights

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education record within 45 days of the day the College receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Andrews Presbyterian College to comply with the requirements of FERPA.

Note: Detailed information about these rights is available in Appendix A of The Saltire. For questions regarding FERPA, please contact the Dean of Students at 277-5145.

STUDENT COMPLAINT POLICY

St. Andrews seeks to provide an environment supportive of its educational and residential aims. If a situation should arise in which a student feels compelled to voice a complaint, various appropriate avenues are available. In all instances, except sexual harassment, the informal resolution of a perceived problem through reasoned and collegial dialogue is ideal, and should be the first step taken.

Grade Appeal Procedure

In the event that a student feels the grade for a course is not a fair evaluation of the student's effort and performance, the student should make every attempt to resolve the difficulties by discussion with the instructor involved.

If such discussions do not result in a satisfactory solution to the problem, the student should seek the assistance of the appropriate program or department chairperson in resolving the problem. If the program or department chairperson is the instructor involved, the student should seek the assistance of the Associate Dean for Academic Affairs.

If this fails, a grade appeal committee will be formed by the program or department chairperson or, in the case of an appeal involving the chairperson, by the Associate

Dean for Academic Affairs. This committee will consist of three faculty members: one selected by the instructor involved, another by the student, and the third (who shall be chair) by the agreement of the first two faculty members selected. It is expected that the committee will receive full cooperation from all parties involved. To take effect, the committee's decision must be ratified by the Dean of the College. The committee functions in accord with guidelines in the Faculty Handbook. Any formal grade appeal action involving a committee must be initiated by the student at least two weeks prior to the date for clearing incompletes for the term in which the course was taken. The committee shall reach its decision before the date for clearing incompletes for that term. When special conditions exist, this timetable may be altered by the Faculty Executive Committee.

Review of Conduct Hearing Sanctions

Should a student wish to request a Sanction Review after a conduct decision has been rendered, he/she may

use the Sanction Review Process found in The Saltire under the section titled "Student Conduct System."

Sexual Harassment Complaint

In the event a student feels that he or she has been the object of some form of sexual harassment, a procedure for dealing with the concern is found in The Saltire, Appendix F.

General Complaint

A complaint of a more general nature should be expressed to the appropriate college office (Academic Affairs, Student Affairs, Business Office, etc.).

Academic Resources

For information on academic programs and regulations, please consult the Academic Catalog or contact the Office of the Registrar, 277-5221.

ACADEMIC ADVISING

The academic advising program is an integral part of the College's educational program. Faculty advisors assist students in the development of educational plans compatible with career and life goals. The College recognizes that the ultimate responsibility for making informed decisions about career and life goals and educational plans rests with the student, and ascribes to the academic advisor the role of helping students to identify and assess alternatives and consequences of decisions. Although faculty advisors help students plan their course of study, students are responsible for making sure that the courses taken meet the requirements for graduation. In addition the aca-

ademic advisor is charged with helping students to develop habits of lifelong learning and service by encouraging them to become active members of the St. Andrews community and by providing accurate, timely information about educational and service opportunities.

Upon enrollment, each student is assigned an academic advisor. When a student officially declares a major, a faculty member in that major department then becomes the student's advisor.

THE DUPONT CENTER FOR ACADEMIC SUCCESS

The The duPont Center for Academic Success serves as a focal point for student educational support. The goal of the Center, located in Pate Hall, is to support the educational programs of the College by providing opportunities for all students to develop strategies that will help them become effective learners. The Center provides resources, services and programming that assists students in developing their academic potential. Resources include: a computer lab with campus network, Internet access and adaptive technology for students with disabilities. The Academic Resource Center houses study areas, space for individual and group studying and a staff of Mentors who can assist with learning strategies. An Assistive Technology tutor is available to provide training on the adaptive technology available. For questions about the The duPont Center for Academic Success call 277-5040.

The Writing Center, located in DeTamble Library, works closely with the Writing Faculty and has trained tutors able to assist students with specific writing needs including organization, development and editing of written work.

The Mathematics Lab, located in the Morgan Jones Science Center, is also part of the The duPont Center for Academic Success. The Math Lab has trained tutors under the guidance of the Math Faculty and provides assistance in Math and Statistics classes.

The duPont Center for Academic Success also provides accommodated testing for students registered with the Office of Disability Services. The duPont Center for Academic Success is a place for quiet study for individuals and small groups, and for assistance in developing effective learning strategies. The Center was funded by a grant from the Jessie Ball duPont Fund.

DISABILITY SERVICES

Disability Services, located in the The duPont Center for Academic Success in Pate Hall, provides assistance to students with disabilities. Students with a physical or mental condition that impacts them in academics or campus life may be eligible. The goal is to assist students to devise strategies for meeting college demands and to foster independence, responsibility and self-advocacy. Students requesting accommodations from St. Andrews must submit adequate, appropriate and current documentation to verify eligibility under the Americans with Disabilities Act (ADA) of 1990.

Information on specific documentation requirements is available from Disability Services at 277-5667.

Accommodations cannot be provided until completion of registration with the Program Coordinator for Disability Services and determination of eligibility. All disability documentation will remain strictly confidential and is not a part of the student's academic record.

Accommodations and supports are provided on an individualized basis determined by disability documentation and conversations with the student. Services may include: note taking and lab assistance, alternative testing arrangements, alternate formatting of documents, adaptive technology, individual counseling for academic concerns related to disabilities, and counseling to help students learn effective self-advocacy skills. Other services may be available after consultation with the Program Coordinator for Disability Services.

HONOR ORGANIZATIONS

Honor organizations provide opportunities for students with similar academic achievements and educational interests to gather. These are some of the honor organizations at St. Andrews:

- *Alpha Chi*—National Coeducational Honor Society
- *Pi Gamma Mu*—International Social Science Honor Society
- *Beta Beta Beta (Tri-Beta)*—Biological Sciences Honor Society
- *Omicron Delta Epsilon*—Business and Economics Honor Society
- *St. Andrews Honor Society*



Student Resources

BOOKSTORE

Located in the Belk Center, the College Bookstore is open to students, faculty and staff on a regular basis. Cash, checks, MasterCard, Discover, and VISA are accepted. Students may cash personal checks in the College Bookstore (maximum amount \$25.00/day) with a valid student ID. Checks are cashed between 11:00 a.m. and 1:00 p.m., Monday through Friday. To contact the Bookstore, call 277-5308.

Textbook Refund Policy

No refund is made without a receipt. Textbook refunds will be given only with a Drop/Add slip. Full refunds will be given on new, unmarked books. However, if the book was shrink-wrapped, the wrapping must not have been opened. Refunds cannot be given on used books unless there is a need for them as determined by the manager. Whenever possible, defective merchandise will be replaced rather than refunded.

BUSINESS OFFICE

The Business Office is available to assist students in financial transactions related to their college attendance. Members of the St. Andrews Community are expected to demonstrate financial integrity and responsibility and to meet their financial commitments. The College will serve neither as a collection agency for debts incurred elsewhere nor as a shelter from creditors.

The College has a responsibility to inform a student of his/her indebtedness to the College in advance of his/her departure, and the student must remove such indebtedness in order to be graduated or to receive transcripts from the College.

CAMPUS E-MAIL

Students have campus e-mail and computer accounts through Computer Services. The St. Andrews campus e-mail system is the official means for communication between students, faculty and staff. All students are expected to check their campus e-mail regularly for communications from the College or their professors.

CAMPUS MINISTRIES

The College receives assistance from local clergy to provide spiritual guidance and support to students and other members of the campus community. Small group Bible study and several worship services occur throughout the semester on campus. Assistance is available to students of all faiths who seek places of worship in the area. Students, faculty and staff may participate in various community service projects at faith-related organizations, as well as Fall Break and Alternative Spring Break mission trips. For more information about Campus Ministries, contact the Office of Student Affairs, 277-5145.

CAMPUS SAFETY AND SECURITY

The Office of Campus Safety and Security, located in Burris Hall, provides leadership for developing and implementing safety and security measures for the entire St. Andrews community. Activities include, but are not limited to, vehicle registration, guest registration, traffic regulations enforcement, patrol of College property and facilities, first-line response for situations involving students, staff, and faculty safety, fire safety, hazardous weather alerts and implementation of emergency text messaging and voice mail communications, crisis intervention, and prevention programs. The Office also maintains close communication with Laurinburg and Scotland County law enforcement. Working within a framework of federal, state, and local laws, Campus Safety and Security also maintains compliance with the institutional policies and educational philosophy of St. Andrews. Detailed information about Campus Safety and Security regulations is available in this handbook. The on-call duty officer can be reached anytime at (910) 280-2895.

CAREER SERVICES

The Office of Career Services provides a full range of career-related support and resources to students and alumni. Students are encouraged to begin their career investigations during their first year at St. Andrews and continue to take advantage of the services and opportunities available at St. Andrews to help them move successfully toward graduate school or employment after graduation. Career Services provides the following: individual career coaching, résumé development, full and part-time employment searches, internship placements, assistance with selecting a major or graduate school program, and preparation for employment and graduate school interviews. In addition, students may find information about on-campus Federal Work Study positions, off-campus employment and internship opportunities, career fairs, graduate schools, and on-line resources through the office.

The Office of Career Services is located in Belk Center on the upper floor, directly across from the Bookstore. Operating Hours are Monday–Friday from 8 a.m. until 4 p.m. Students and alumni are always welcome to drop by or contact the Director of Career Services at 277-5331.

COMMUNITY SERVICE

The St. Andrews Mission Statement emphasizes the College's role in educating "its students to be knowledgeable and imaginative servant-leaders" who are prepared to lead and serve in the world. To that end, there are many opportunities available at St. Andrews for students who want to participate in service-learning as a part of their courses, as volunteers at local nonprofit organizations, and as members of domestic and international Alternative Spring Break Service trips. For more information about service opportunities contact the Office of Student Affairs at 277-5145.

COMPUTER SERVICES

Sr. Andrews has eight computer labs available to students in different buildings around campus. Lab hours are posted in each lab. Knight Life in Belk Center, Pipers Café, and Granville Hall are equipped with Wi-Fi. All residence hall rooms have high-speed network connections in them to allow students to connect their personal computers to the Internet. The Computer Network is owned solely by St. Andrews Presbyterian College.

If students are having problems with computers, software, or connection they may submit a maintenance work order on the Excalibur Campus Intranet, email helpdesk@sapc.edu or call the Computer Services Helpdesk at 277-5014.

For the St. Andrews policies on the acceptable use of information technology resources, please consult "Computer and Network Services" in The Saltire.

DINING SERVICES

Knights Dining Hall is located in the Belk Center College Center and serves three meals daily (brunch on Saturday and Sunday). In addition to traditional hot meals, Knights Dining Hall offers a multi-item salad bar, soup station, a sandwich bar, burgers, dogs and pizza, desserts, and a prepared 'before your eyes' daily special.

Pipers Café is located in the James L Morgan Liberal Arts Building (Morgan LA) and offers prepared to-go items for breakfast and lunch. Knights Dining Hall is open throughout the regular academic year except during campus holidays and breaks. Pipers Café is open while classes are in session. Commuter Students, staff and faculty may purchase a long-term meal ticket. Even though the college dining services offers a range of options to meet the nutritional requirements of most students, there may be circumstances in which the selections must be modified to accommodate the unique dietary needs of a student.

For more information about meal plan modifications, see "Meal Plan Modifications" in The Saltire or contact the Dean of Students at 277-5145. Dining services at St. Andrews are provided by Chartwells College and University Dining Services.

EXCALIBUR CAMPUS INTRANET

Excalibur, the campus intranet, provides a range of information to the campus community at the touch of a keystroke. Excalibur is password protected for use by members of the campus community. The "Student Community" page contains a Campus Directory, Knightslist Classifieds, Activities Calendar, Computer and Maintenance Work Order Requests and Tracking, links to departments on campus, and much more. Excalibur can be reached on campus through students' personal computers in the residence halls and college lab computers at <http://excalibur.sapc.edu>. If prompted for credentials, type in your SAPC email address for the username and your SAPC email password.

FINANCIAL AID

Located in the James L. Morgan Liberal Arts Building in Room 188, the Office of Student Financial Planning offers a comprehensive program designed to provide students with assistance in financial planning, to disseminate scholarship and grant information, to assist students in finding on-campus employment, and to assist students in securing educational loans. The phone number is 277-5560.

Financial Aid is awarded for the period of one academic year (August-May). It is necessary to complete financial aid application forms each year to be considered for financial assistance. It is important to apply as soon as possible after January 1st to ensure the best award packages possible.

Students who are not making satisfactory academic progress toward a degree will be placed on financial aid probation. Two consecutive terms of financial aid probation will render the student ineligible for financial assistance. If students drop below full-time at any time during a term, they may become ineligible for certain aid programs. A conference with the Director of Student Financial Planning before dropping a course is advisable.

FIRST YEAR PROGRAMMING

First year programs at St. Andrews help students meet new people and get involved during their first days on campus. The orientation program is designed to help students take care of all the nuts and bolts business of being a student and to develop skills to help them make a successful transition to college life. After new students settle in to the campus community, they can participate in Welcome Week activities held during the first week of classes or sign up to compete in the Amazing Race, a campus scavenger hunt based on the popular TV show. First year programming also sponsors a success skills workshop series where students can develop and/or enhance their skills in areas such as time management, relationships, goal setting and money management, a weekly Monday Night Football social so students can watch the game on the big screen, and a service day in the spring when first year students work together to benefit campus and community projects. For information about the Emerging Leaders program, a leadership development course for first-year students, please see the section on Leadership Development and Opportunities. Students wishing to learn more about these and other opportunities should contact the Director of First Year Programming in OSA at 277-3959.

INTERNATIONAL STUDENT ASSISTANCE

The College is dedicated to encouraging a racially and culturally diverse student body. Such diversity is critical to a compassionate and worldly individual in our global society. The Office of Student Affairs in Belk Center, 277-5145, provides personal assistance and advice to international students as needed. Information on student visas and other government documentation is available through the Registrar, located in LA 133, 277-5221.

LIBRARY

The mission of DeTamble Library is to support the educational programs of St. Andrews Presbyterian College by providing access to information and training in its use. The Library houses more than 170,000 print and electronic books, 200 current periodicals, over 50 online databases via NC LIVE, the portal of the State to electronic resources, 250 videos available via video streaming, and 16,500 resources in such formats as microfilm, audiocassettes, videos, and maps, all accessible through the Library's catalog and its website. It also houses the College Archives. Various reading and study settings are available, including tables and comfortable seating on the first and second floors for individual, group or class use; private study carrels on the second and third floors; plus the Reynolds Reading Room and several large alcoves, good places for individual study or small group meetings. Eleven computers are available for reference and research, including two that are ADA-compliant. The entire facility is wireless and students are welcome to bring their laptop computers; electrical outlets are available. Other amenities include an Optilec CCTV for print magnification for low vision students, an elevator to the upper floors, and a book drop at the front of the Library for convenient book return at any time.

The Library offers a Personal Librarian service, pairing each student with a librarian for one-to-one assistance with research assignments. Interlibrary Loan Service is also available. For more information contact the Library at 277-5049.

MAIL SERVICES

All St. Andrews students are required to have mailboxes on campus in the Belk Center. OSA assigns mailbox numbers to all students. There is no general delivery service to students' residence halls or rooms. Special Delivery letters and packages and UPS packages are delivered to the campus post office daily in the Belk Center. Hours of operation are posted on the Belk Mail Room window. Students residing off-campus must inform OSA of their addresses. Students are also requested to notify all publishers and banks when their departure time from St. Andrews is near.

The St. Andrews student mailing address follows the following format:

Student Name
St. Andrews Presbyterian College
William Henry Belk Center
PMB #
300 Belk Circle
Laurinburg, NC 28352

Mail will be delivered to student mailboxes only if the addressee name matches the name of the student assigned to a specific box. With the exception of nicknames, all mail addressed to a name different from that assigned to a particular box number will be returned to sender.

Students must complete a forwarding address form at the end of each academic year.

These forms should be filed with the Administrative Support Center (ASC LA 187) at least one week prior to departure from the campus. In the absence of a forwarding address form, all mail will be forwarded to the address shown for the student in the student directory. For questions about Mail Services, call the Bookstore at 277-5308.

REGISTRAR

The Office of the Registrar is located in LA 133. Changes to student schedules, requests for transcripts, course offering schedules, and calendar information are available from this office. Grades, address changes and major declarations are also processed. The phone number is 277-5221.

Student Health and Wellness

CAMPUS CLINIC

St. Andrews provides health and wellness education, routine medical and first aid services, and referral services to students, staff, and faculty through its campus clinic. The Clinic is staffed by a Registered Nurse with many years of experience in college student health. The Clinic is open Monday through Friday 8:00 a.m. to Noon in the Health and Wellness Center in Pate Hall except during College holidays and breaks. Scotland Urgent Care, numerous medical specialists, and the hospital emergency room are within minutes of campus. For urgent medical issues after clinic hours, students may seek help at Scotland Urgent Care at (910) 277-8300 (open 8:00 am to 7:30 pm every day of the week) or Scotland Memorial Hospital Emergency Services at (910) 291-7000 (open 24 hours a day) or call 911 for emergency care to come to campus. If 911 is called, students should notify Campus Safety at (910) 280-2895, as well.

All degree-seeking students are required to be covered under medical insurance and provide proof of adequate coverage to the Business Office and Campus RN. Information regarding insurance requirements and fees may be found in the "Financial Planning" section of the Academic Catalog. For questions about health services students should contact the clinic nurse at 277-5385.

COUNSELING SERVICES

College is a time of transition and growth. In addition to the opportunities for intellectual development, college also provides opportunities for students to learn how to deal effectively with relationships of all kinds, balance work and recreation, manage emotional, physical, and mental stress, improve time management skills, and make positive decisions about how they want to live their lives. The Counseling Services staff is available to assist students in dealing with these matters and more through confidential individual and couples counseling.

Counseling Services is located in the Health and Wellness Center in Pate Hall. The

counseling staff is provided through a partnership with Robeson Family Counseling Center, an office of Wake Forest University Baptist Medical Center's CareNet Counseling Centers. All information discussed in counseling is held in confidence to the limits provided by the law. No record of counseling is made on students' academic transcripts.

Operating hours are typically Mondays, Wednesdays, and Thursday, 10 a.m. to 4 p.m. except college holidays and breaks. To schedule a confidential appointment students may call 277-5040. If students are in crisis they should contact Counseling Services at 277-5040 during normal business hours. For emergencies after hours and on weekends, students should either contact the on-call counselor at 1-910- 323-6452, the RD On-call at 280-1753, the Campus Safety Duty Officer at 280-2895, 9-911, or go to the emergency room at Scotland Memorial Hospital.

Campus Life

CLUBS AND ORGANIZATIONS

Clubs and organizations at St. Andrews encompass a variety of interests including academic, athletic, religious, political, and social. Membership in most is open to any interested individual; a few require a selection process. If by some chance a student cannot find a club that meets his/her interest, the Office of Student Activities will assist in organizing one that does. Students wishing to learn more about general student activities as well as clubs and organizations should contact the Assistant Dean of Students in the Office of Student Affairs at 277-5148.

CURRENT CAMPUS ORGANIZATIONS

- Anime Club
- CAIRN (International literary publication)
- Campus Crusade for Christ
- Chapbook (A student literary publication competition)
- Christian Student Union
- Craft Club
- Ethics Bowl Club
- Fellowship of Christian Athletes
- Forensics Club
- GANZA Core
- Gay Straight Student Alliance
- Gender Justice Club
- Gravity Hill (Literary magazine)
- GREEN
- Highland Players
- Historical Student Association

Lamp & Shield (Yearbook)
The Lance (Campus newspaper)
Lion's Club – St. Andrews Campus Chapter
Martial Arts Club
Riding Council
Spanish Club
Student Activities Union
Student Government Association
Therapeutic Horsemanship Club
Tri-Beta, Tau Rho Chapter (Biological honor society)
Fortner Writer's Forum

Guidelines for Chartering an Organization

All Charters are granted by the Student Affairs Committee. A charter is the College's official recognition of an organization and entitles the organization to apply for funds from the Senate Budget Committee and from other College sources. It also entitles the club to be listed in college publications and to be included in events that give recognition to clubs and organizations. Applications for charters as well as a Constitution/By-law Creation Guide and a Senate Budget Request are available in the Office of Student Affairs from the Assistant Dean of Students, 277-5148.

In the Spring of each year there will be issued a call for charters for the next academic year. The Assistant Dean of Students is the college administrator who has oversight of the process. The Assistant Dean of Students and the Chair of the Student Affairs Committee set the deadline for these applications in order to ensure that charters can be reviewed in a timely manner. The Assistant Dean of Students reviews applications and makes a recommendation to the Student Affairs Committee. A club or organization wishing to be recognized by the College must submit the application, constitution and by-laws to the Assistant Dean of Students who will help review the application in preparation for presentation to the Student Affairs Committee. Once approved by the Student Affairs Committee a club will remain chartered for the full academic year until it is either deemed inactive or in violation of its constitution and by-laws. Clubs are deemed inactive based upon many different factors including but not limited to membership enrollment, programming activity and financial spending. New clubs may be chartered mid-year, but funding may not be available.

In order to ensure the diversity of Student Activities, "The Student Affairs Committee does not grant charters to clubs or organizations whose functions would overlap with those of an already existing campus organization or academic program." (November 23, 1983).

Advisors

Advisors to student organizations are selected from the faculty or staff of St.

Andrews by the members of the organization and can be subject to the review of the Dean of the College and the Dean of Students. Advisors to student clubs serve in a capacity designed by the club or organization. Advisors serve as official liaisons to the College administration and faculty.

Financial Business

The Treasurer of the Student Government Association (SGA) is solely responsible for all funds of the SGA. No requisitions for funds of the SGA will be accepted by the Business Office without authorization of the Treasurer and Cabinet. The Treasurer receives proposed budgets from chartered organizations and clubs, submitted no less than six weeks prior to the end of the academic year, then formulates the budget. Final action to the proposed budget by the Senate will be taken within one month of the beginning of the Fall semester. It is the organizations' responsibility to keep detailed financial records and can be subject to audit by the SGA. All forms requesting funds (Request for Payment, Requisitions, Request for Employee Compensation, Requests for Reimbursement, etc) must be given to the Assistant Dean of Students for submission to either the Dean of Students or Vice President for Administration for approval, before they are given to the Business Office. Clubs funds may not be used for any other purpose outside of club activities. Examples of inappropriate use of funds include, but are not limited to: academic department purchases, activity expenses outside of club activities, programs not open to all club members, monetary compensation for works performed by members, etc.

Student groups may not open bank accounts using College or student funds. All student and College funds must be handled through the St. Andrews Business Office. In order to access Club funds the Club officers must attend training sessions mandated by OSA that may address hazing, financial record keeping, charter compliance, and other issues brought up by Club Officers.

COMMUNITY SERVICE OPPORTUNITIES

Volunteer opportunities at St. Andrews promote unity between the College and the community through involvement with community agencies. There are many opportunities for students to share their talents, resources and time. Students have worked for:

- Ride-Like-A-Knight
- Habitat for Humanity
- Scotia Village
- Domestic Violence and Rape Crisis Center
- Scots for Youth
- Scotland County Literacy Council
- The American Red Cross
- Scotland County Schools

- Scotland Memorial Hospital Medical Auxiliary
- Church Community Services
- Hospice
- Scotland County Cooperative Extension

Fall Break trips and Alternative Spring Breaks also offer opportunities for students to serve in the United States and internationally. For more information about how to get involved, contact the Office of Student Affairs, 277-5145 or stop by OSA in Belk Center College Center.

LEADERSHIP DEVELOPMENT AND OPPORTUNITIES

Opportunities to exercise leadership skills and abilities are also available at St. Andrews. Many positions exist in the Student Government Association ranging from the SGA executive board to the student conduct system to residence hall councils. Also, each club and organization has its own set of officers. One of the officers or members of each club is a part of the Leadership Council, which meets monthly to discuss issues facing student organizations, keep open the lines of communication, plan campus-wide programs, and receive on-going leadership training for themselves and their organizations. Emerging Leaders is a credit-bearing leadership development program for a select group of first and second year students. Each fall, faculty and staff are invited to submit nominations. From the applicants, a group of 15-20 participants is chosen based on personal characteristics which indicate leadership ability. Participants build a foundation of skills and knowledge by evaluating leadership concepts, developing personal strengths, clarifying personal values, and creating strategies to be successful in leadership roles while at St. Andrews and in future endeavors. Students wishing to learn more about student leadership opportunities should contact the Assistant Dean of Students or the Director of First Year Programming in the Office of Student Affairs at 277-5145.



Recreation and Fitness

INTRAMURALS

Most St. Andrews students participate in competition through the NCAA athletics or Equestrian programs. To offer a recreational alternative to their designated sports and as general Stress Buster activities, student clubs and organizations may offer intramural events in a variety of activities, such as Ultimate Frisbee, basketball, flag football, pool tournaments, card games, board games and video game tournaments. Other activities are possible based on individual student suggestions and support. Students interested in creating intramural events should contact the Assistant Dean of Students in the Office of Student Affairs, 277-5148.

PE CENTER

The PE Center and other facilities are open to faculty, staff, students and Knights Club members during designated hours. Some areas may be used at times normally set aside for the Physical Education Program if the program is not utilizing those areas. Indoor facilities include Harris Court, the Carl F. Ullrich Fitness Center, the O'Herron Pool which is an indoor heated swimming pool, and two racquetball courts. Harris Court serves as the home court for the Knights men's & women's basketball, volleyball, and wrestling programs. Harris Court provides wireless internet access.

Outdoor Facilities include the Knights outdoor track, the Clark baseball field, the Knights Softball field, the Knights Soccer/ Lacrosse field, a golf practice facility/course and several practice fields.

A SAPC student identification card is required for students using the Physical Education indoor facilities. All others are required to have appropriate credentials issued by the Athletic Department. Guests of the college wishing to use the Physical Education facilities may request a visitor's pass from the Athletic Department. Students are allowed guests only if special arrangements are made through the Athletic Department and only if the host accompanies the guest. For questions about using the PE Center, contact 277-5274.

Student Activities

SOCIAL EVENTS

Many opportunities for involvement in social activities are provided for St. Andrews students. Catering to a diverse student body, St. Andrews offers something for everyone. An array of social events sponsored by residence halls, the Student Activities Union, and other clubs and organizations fill the calendar. Movies, parties, dances, athletic events, performing artists, comedians, coffeehouse entertainment, novelty/variety shows, and intramural competitions are all highly anticipated events. Games, contests and lots of Knight spirit come together each fall as the entire com-

munity comes out to celebrate Knights Fest, a homecoming style event. ExtravaGANZA is a week long event held annually every spring with many traditional, fun events scheduled including two nights of live music. Student groups may elect to host an event on campus in one of several venues:

- *Carol Grottnes Belk Main Room* is often used for large parties and formal events. The double doors can be opened out onto the verandah overlooking the lake. This space works well for large student groups, is in the center of the campus, and dining services facilities available for catering are nearby.
- *The Knight Life* is used for coffeehouses, comedians, movies, club meetings and a place for students to congregate, study, and socialize. It is located in the Belk Center adjacent to the Chapel. The Knight Life is equipped with Wi-Fi.
- *Farrago* is used most often for smaller events with a moderate number of people and has a patio area, and stage with the capability to handle electrical needs of small bands. Farrago is slightly removed from the residential portion of campus, located near the woods just south of the Concord parking lot.

CAMPUS PARTIES

Social occasions are an important part of the living and learning community at St. Andrews. Students are encouraged to host a variety of events that are fun, yet demonstrate responsibility and respect for fellow community members and college property.

Parties Defined

- *Party* --- A party is defined as a gathering of seven or more people contained in one room or small area in which the noise from the event can be heard from outside a closed door (for example, a residence hall room or suite). Parties in large areas (for example, a courtyard or Farrago) may be organized by the Student Activities Union, clubs and organizations, or other groups of students. All parties with alcohol must follow the Guidelines for Campus Parties with Alcohol (see below).
- *All-Campus, All-Hall, and All-Suite Parties* -- All-Campus Parties are open to all members of the St. Andrews community and their registered guests. All-Campus Parties may be held in Farrago, Belk Main Room, or residence hall courtyards. All-Hall Parties are restricted to residents of the hall and their invited guests. All-Suite Parties are limited to residents of the suite and their invited guests.

Guidelines for Parties with Alcohol

Students and guests who choose to consume alcoholic beverages are responsible for their behavior and expected to comply with federal, local laws and college policy.

- *Party Permits* -- Student-organized parties where alcohol is consumed are permitted only when the host has obtained an approved Party Permit from the Office of Student Affairs. (Orange Hall is the only residence hall where parties with alco-

hol are allowed without a permit.) Students who want to sponsor a party must consult with the Office of Student Affairs at least 48 hours before the party. Hosts are required to show their approved Party Permit when asked by a College official or the party will be asked to disband and the host may be subject to sanctions. The maximum number of people permitted to attend a party will be determined by the location of the party (for example, a suite, courtyard, Farrago, etc.) and be within current County Fire Safety Code regulations. Party Permit forms are obtained from the Assistant Dean of Students in the Office of Student Affairs, 277-5148 or go to forms at <http://excalibur/AppsStudent/StudentDoc.aspx?UniversalID=831> on Excalibur.

- *Sober Hosts*-- All parties in which alcohol is consumed must have Sober Hosts present at all times. Sober hosts are students or off-duty staff who commit to not drink alcohol before or during the party. In addition they assume responsibility for monitoring the party to prevent underage drinking and excessive/disruptive intoxication, and may be held responsible for damages related to the party if no one else accepts responsibility. Six Sober Hosts are required for an All-Campus Party, four Sober Hosts are required for an All-Hall Party, and two Sober Hosts are required for an All-Suite Party.
- *Security* — Sponsors of All-Campus Parties where alcohol is consumed must hire at least two Campus Safety officers, one to check IDs and another to patrol the event. Sponsors of night-time All-Hall parties must hire one Campus Safety officer to monitor the hall for underage drinking and also have an RD present at all times. All-Hall parties during the day must have an RD in attendance, but are not required to have a Campus Safety officer there. All-Suite Parties do not require an officer or RD to be present. Campus Safety Officers may be requested through the Assistant Dean of Students in the Office of Student Affairs, 277-5148.
- *Beverage Station* — Alcohol for All-Campus Parties is kept and dispensed at a designated Beverage Station. At least one college official or a Sober Host over 18 must be at the station at all times.
- *St. Andrews ID* — Students are expected to carry their St. Andrews student IDs at all times and present their student IDs at the door when first arriving to an All-Campus Party. During the party the student must present the ID to any College official if asked.
- *Guest Registration Form and ID* – Each guest must present the Guest Registration Form and a valid photo ID, such as a student ID, driver's license, military ID, or passport when first arriving to a party. The student host must be with the guest. Guests must have their valid IDs with them at all times and present these IDs to any College official if asked.
- *Wristbands* — Wristbands of two colors will be issued to students and their guests at All-Campus Parties: one color for legal age and the other color for underage. No member of the St. Andrews community may provide a legal age wristband to

a person who is underage.

- *Clean up*—Out of respect for the community, clean up is to occur immediately after a party unless previous arrangements have been made. In Farrago, cleaning can be delayed until the next day if trash is removed from the building that night.
- *Food and Nonalcoholic Beverages* — All parties where alcohol is served must have water available at no cost. It is recommended that high-protein snacks (for example, mixed nuts or cheese) are offered at the party. Clubs and organizations are allowed to sell snacks and non-alcoholic beverages (for example, sodas or Gatorade) or offer them for free. Arrangements for purchasing food and beverages can be made through the Assistant Dean of Students in the Office of Student Affairs, 277-5148.
- *BYOB* — For BYOB parties, students or guests of legal age may bring no more than six containers of beer or a bottle of wine to a campus party and deposit them in the beverage station. All beverages must stay within their original container, unless glass, where secondary containers will be provided.
- *Kegs & Multiple Serving Containers* —. Multiple serving containers (for example, kegs or containers of more than 32 fluid ounces) are not permitted in the residence halls. For more information please refer to the "College Policies Regarding the Consumption and Handling of Alcoholic Beverages" in *The Saltire*.
- *Excessive Intoxication and Disruptive Behavior*—College officials have the right to ask students and guests to leave a party if the students or guests appear excessively intoxicated or are disruptive. If the students or guests have alcoholic beverages remaining at the Beverage Station, a Campus Safety officer will confiscate the beverages for 24 hours after which time the student or guests may make arrangements to retrieve the remaining alcoholic beverages at the Office of Campus Safety and Security.

SWIMMING AND BOATING

Swimming and boating on Lake Ansley Moore are permitted only at special events held by the College. St. Andrews' liability insurance requires that a certified lifeguard supervise water activities at such events. All participants must wear life jackets, and no alcohol is permitted.

FISHING

North Carolina State regulations require that anyone fishing must possess a valid NC fishing license. Fishing from campus locations on Lake Ansley Moore is restricted to students, employees and their immediate family members (spouses and dependents only). Students must have a valid student ID on their person when fishing on campus.

"THE WALL"

The purpose of "The Wall" is to offer members of the community a venue for expression. Community members are allowed to paint on the white surfaces of the wall on the east side of the lake only. Painting elsewhere on campus will be considered vandalism and misuse of College property and will be dealt with appropriately. Any expression is acceptable as long as it is not a personal/slandorous attack or profane for profanity's sake. The front part of the wall, facing the Belk Center building is reserved at all times for the Student Activities Union to advertise community events.



Residence Life

INTRODUCTION

The Residence Life program is designed to enhance students' total educational experience by utilizing the residence halls as living/learning environments. Social and educational programming, small group discussions, and personal attention are all common to the education that occurs within the residence halls at St. Andrews.

St. Andrews seeks to challenge individuals to develop autonomy and competence, manage emotions, establish identity, develop positive interpersonal relationships, appreciate and celebrate differences, resolve conflicts effectively, and live with purpose and integrity. The residential community at St. Andrews is designed to provide the structure necessary for academic success as well as to ensure that students can experience the freedom of college life.

RESIDENCY REQUIREMENTS

On-Campus Residency Policy

At residential liberal arts colleges, the daily living experience is considered to have an important role in student learning and development in conjunction with the academic experience. To support that role, St. Andrews expects all full-time students to live on campus and participate in the College meal plan. Exceptions are rarely granted.

Part-Time Students

The College normally does not offer on-campus housing for part-time students. The College will review, on a case-by-case basis, special requests from part-time students who want to live in the residence halls. A written request specifying the reason for living on campus as a part-time student must be submitted to the Dean of Students (or designee).

Non-Residency Policy

Exceptions to the residency policy may be granted when one or more of the following apply to a full-time student:

1. Living with parent, guardian, or other responsible relative within driving distance of the College,
2. Married or a parent with custody of children,
3. 21 years of age prior to matriculation (first entering) at St. Andrews,
4. In need of personal assistance beyond what the College can provide.

Requests for special permission to reside off-campus will be handled on an individual basis. Written requests specifying significant documented reasons for living off campus should be submitted to the Dean of Students (or designee) at least 30 days prior to the first day of classes of the semester for which the exception is intended. Students living off campus without permission risk loss of financial aid and conduct action.

CHANGE IN RESIDENTIAL STATUS FOR MEDICAL REASONS

Students are required to notify a College official if they are temporarily leaving the residential community overnight(s) for a medical reason. Students are not required to give details of the medical reasons for the leave of absence.

MEAL PLAN

The meal plan is included in the comprehensive fee that each residential student pays. Access to meals is limited to 19 meals per week. Students must present their St. Andrews ID cards for scanning at all meals. Food or utensils may not be carried out of the dining hall area without permission of the Director of Operations for Chartwells Dining Services. Students removing dishes or other equipment from the dining hall, providing food to unauthorized guests, letting other students use their student ID's to eat, or throwing food or other items may be reported to the Office of Student Affairs for violating the Community Honor Code and College policies.

MEAL PLAN MODIFICATION REQUESTS

Even though the dining services at St. Andrews offers a range of options to meet the nutritional requirements of most students, there may be circumstances in which the selections must be modified to accommodate the unique dietary needs of a student. Students seeking a Meal Plan Modification should request a Meal Plan Modification Request form from the Office of Student Affairs , Belk/OSA, 277-5145, or <http://excalibur/AppStudent/StudentDoc.aspx?UniversalID=831> and have it completed by a registered dietician. The form and accompanying documentation should be submitted to the Dean of Students at least 30 days before the first day of classes. The completed Meal Plan Modification Request form will be given to the Director of Operations for Chartwells Dining Services to determine what, if any, modifications the college dining services must make to meet the dietary needs of the student. The Dean of Students (or designee) and Director of Operations of the dining services will meet to review the meal plan modification request and may ask for additional information from the student or registered dietician to assist their planning. The Dean of Students will notify the student in writing about the modifications, if any, that the dining services will make to accommodate the student's dietary needs. Meal plan modifications are good for one academic year only. In rare cases a student may be allowed to not participate in the meal plan because his/her documented dietary needs can not be met by the dining services. St. Andrews students participating in student teaching at area schools will be allowed to not participate in the meal plan.

RESTRICTION FROM COLLEGE HOUSING

The College reserves the right not to house students who may be disruptive to the residential environment. It also reserves the right to cancel a housing contract when, in the judgment of the College, a student has been found responsible for a serious vio-

lation of College policy. Since residency is a requirement, if students lose the privilege to reside on campus, their ability to continue as full-time students at St. Andrews may also be in jeopardy.

RESIDENCE HALL ROOM DEPOSIT

All students living on campus must purchase a Residency/Commuter Contract from the Director of Housing Services before a room assignment will be made. The cost is \$100 payable upon purchase of the contract. A designated period is established by the Director during Spring Semester for students to purchase a housing contract prior to the Room Selection period. The housing deposit allows returning students to participate in Room Selection to request housing options for the following year (see "Returning Student Options"). The housing deposit is fully refundable if requested before June 1st prior to the academic year of the Residency/ Commuter Contract . New students who have paid enrollment deposits at the College also receive Residency/ Commuter Contracts prior to their arrival to St. Andrews.

HOUSING OPTIONS

There are four multi-story single-gender halls (two are for upperclass students and two are for first year students). There are four single-story co-ed halls. Each hall has four to eight suites consisting of six to eight rooms, a large bath and suite lounge. Halls also have laundry facilities and a larger main lounge with a television. Microwaves are provided in each suite lounge. All halls are smoke-free. Concord, Wilmington, and all suites in Granville are alcohol-free. In Granville Apartments, Albemarle, Mecklenburg, Pate, and Winston-Salem, students of legal age may elect to use alcohol in their individual rooms. Orange is the only hall where alcohol may be consumed in a public area (i.e. the hallways, suite lounges, main lounge, and courtyard). Alcohol use is not allowed in the public areas of any other hall, unless there is a sanctioned party.

Disability-Related Accommodations

Disability-related housing accommodation requests should be submitted to the Office of Disability Services. The Program Coordinator for Disability Services will verify that appropriate disability documentation is on file to support the request and coordinate the request with the Director of Housing Services and the Dean of Students.

Housing options include:

- *Single Gender Residency* in alcohol-free multi-story buildings for first year students.
- *Co-ed Residency* in a single-story building with alcohol-free suites for first year students and Sophomores, Juniors, and Seniors. In addition, the hall has several two-bedroom efficiency apartments for Sophomores, Juniors, and Seniors where alcohol may be consumed responsibly by those 21 or older.

- *Single Gender Residency* in multi-story buildings for Sophomores, Juniors, and Seniors where alcohol may be consumed responsibly by those 21 or older.
- *Co-ed Residency* in single story buildings for Sophomores, Juniors, and Seniors where alcohol may be consumed responsibly by those 21 or older.

First Year Options

New first year students are assigned to one of the single-gender first year halls or a first year suite in a co-ed hall depending on their stated preferences and the space available. Transfer first year students typically are assigned to the same halls as first year students depending upon their age, stated preference, and the space available.

Transfer Student Options

Sophomore, junior, and senior transfer students will be assigned to halls depending on their stated preferences and the space available. For transfer first year students, see "First Year Options" above.

Returning Student Options

Returning students who purchase a Residency/Commuter Contract are allowed to request housing options for the following year during and after the Room Selection held each Spring Term. Priority is given based on cumulative GPA and class rank.

SINGLE ROOMS

Single rooms may be available for an additional charge if there are designated single rooms available. Students requesting a single room must provide written documentation to the Director of Housing Services from the responsible financial party (usually a parent or guardian) stating that they are aware of the single room upgrade charges. Students requesting a single room for reasons related to a disability must contact Disability Services located in the Health and Wellness Center in Pate Hall, 277-5667. Typically, first year students do not receive single rooms during their first semester at St. Andrews.

If a student is in a double room and the roommate moves elsewhere, the student who remains must find a new roommate or accept a new roommate or housing assignment selected by the RD or Director of Housing Services. However, if the remaining student wishes to upgrade the room to a single and this option is authorized by the RD, he or she will be assessed the single room upgrade rate with the written permission of the responsible financial party (see "Room/Roommate Change").

ROOM INVENTORY

During Check-In and Check-Out each student must complete a "Master Room Condition Report" (MRCR) to document the condition of the residence hall room. A proper Check-In and Check-Out must include a member of the Residence Life staff.

Any changes in room conditions and/or damage not noted on the MRCR will be identified at Check-Out and appropriate charges will be assessed to the responsible student. If responsibility cannot be assigned to one person, the responsibility for the charge will be split equally between the two roommates. Failure to complete a proper Check-Out may result in a minimum of a \$50.00 fine, plus other applicable charges.

ROOMMATES AND ROOMMATE AGREEMENTS

During Orientation first year roommates will complete a Roommate Agreement form as a way to formalize their agreements about how they want to live together during the upcoming year. Returning students also are encouraged to talk openly with their roommates about the arrangement and use of their shared living space. If students have difficulties with their roommates they are expected to take the following actions: 1) talk with their roommates and attempt to resolve the problem; 2) if the difficulty persists, they should ask their Resident Advisors and/or Resident Directors for assistance; 3) if the problem is not solved at that point, they may contact the Director of Housing Services at 277-3954 for assistance.

ROOM/ROOMMATE CHANGE

Students are given one week during each semester to change room assignments and/or roommates. The Director of Housing Services will publish the dates at the beginning of each semester. Students must notify their RDs if they plan to change rooms or roommates during that time. Students are not allowed to change room assignments or roommates after the designated change week, except in cases of extreme emergencies. Emergency moves must be approved by the RD in consultation with the Dean of Students (or designee). Any student who changes rooms without prior approval will be required to pay a \$50 administrative fine.

Change to a Single Room

Single room upgrades are approved by the Director of Housing Services as space allows. (First year students usually are not approved for single rooms during their first semester.) A student who wants to upgrade to a single room must provide written documentation from the individual financially responsible for paying for the single (usually a parent or guardian) stating that this person is aware of the single room upgrade charges. This documentation may be sent through letter, fax, or email to the Director of Housing Services. Students will not be assigned to a single room without this documentation.

Loss of Roommate

There are times when a student might be left without a roommate. If a student does not have a roommate, for whatever reason, he/she must be assigned a new roommate or be charged for a single room upgrade. When students find out that they do not have

roommates, they should notify their RDs immediately. The RD will inform them of the following options:

1. The student may choose a new roommate from the list of other students who also need roommates.
2. The student may choose to have the RD assign the student a new roommate.
3. The student may choose to retain the room as a single room at the single room upgrade rate.

Note: written permission must be received from the person financially responsible for paying for the single (usually a parent or guardian) before the single room will be assigned.

Note: Failure to follow this procedure will be understood as a statement of "no preference" and will result in an automatic single room upgrade charge.

Mandated Room/Roommate Moves

At times it may be necessary for the RD, Director of Housing Services, or Dean of Students (or designee) to mandate changes of room assignments or roommates within the residence halls. Students from one room or hall may be split up or moved to another room or hall. Mandated moves usually occur for reasons of conduct, safety, health, irresolvable conflicts, or for other situations deemed necessary by the College.

The students involved usually will be given at least 48 hours notice when a move is to be made. However, in emergency situations, this may not be possible.

LIABILITY RENTERS' INSURANCE

The College does not assume any liability for the loss, damage, or theft of any personal property; or for damage or injury resulting from explosion, fire, mechanical failure of water, steam or gas lines; or from any defective wiring; or from the negligence of any other occupants of the building. Students who want to protect themselves from the possibility of such losses should cover their belongings with an appropriate insurance. It is to the student's advantage to contact an insurance agency and obtain "renter's insurance" (Ask for the HO-4 type policy). These policies can be obtained for relatively small costs and may be a very wise purchase. In some cases, students may find they are covered under the terms of an existing homeowner's policy carried by their parents or guardians.

ROOM INSPECTION AND ENTRY

The College reserves the right to inspect residence halls periodically for the purpose of assuring fire prevention, sanitation, safety, and the maintenance of the College physical plant.

Residency Agreements

Resident students have the primary right to study, learn and sleep in residence halls. Members of the Residence Life staff and other College employees are expected to

respect the privacy and dignity of individual students at all times. Students, however, do not rent (as in an apartment) or own the space they are assigned on campus. Their living space is owned by the College and governed by institutional policies.

Students living on campus sign Residency/Commuter Contracts that include terms and conditions of residency as set forth by the College. In doing so, they have accepted that they share with the institution, as defined by the institution, terms and conditions that govern their use of College-owned space. Those terms and conditions are set forth in *The Saltire* and Academic Catalog and their Residency Contracts.

Maintenance and Safety

Normal maintenance procedures may require College employees to enter rooms at various times during the year, including vacations. Additionally, students or Residence Life staff may make maintenance requests that require entry into a student's room. Whenever an occupied student's room is entered for maintenance or repair purposes, the Physical Plant/Maintenance or other repair staff will leave a notice for the student occupant explaining the time and purpose for the entry signed by the person(s) performing the repair or maintenance. Each residence hall is inspected at least twice a semester for health, safety, and maintenance evaluations. Unless an immediate correction is specified, a student who has committed a safety violation found during a safety inspection must correct it within 48 hours or administrative action might be taken.

Authorized Room Search

The Dean of Students is the College official authorized to approve residence hall room searches for suspected violations of College policies or the law. The Dean will sign a letter which states the reasons for the search and the objects or information sought. If feasible, the student(s) will be notified prior to room entry. The student should be present, if possible, during the search. If not in attendance at time of entry the student will be notified of entry and/or search as soon as possible.

Unauthorized Parties or Possible Emergencies

In the event that it appears an unauthorized party or a possible emergency is occurring behind closed doors, Campus Safety and/or Student Affairs professional staff may knock on the door and announce who they are and enter the room, even when there is no response from those within the room.

HOLIDAYS AND BREAKS

Detailed listings of College holidays, breaks, opening and closing dates are specified in the Academic Catalog or on the website <http://www.sapc.edu/Admissions/mainacademiccalendar.php>. Typical breaks are Fall Break, Thanksgiving, Christmas, Spring Break, Easter Break and Summer Break. Residence halls remain open for occupancy during all holidays and breaks except Christmas and Summer Breaks. Even though the

residence halls are open, meal service is not available during Fall Break, Thanksgiving, Spring Break, and Easter Break.

Exams and Graduation

Students have up to twenty-four (24) hours after completing their exams to vacate their residence halls, unless they are seniors participating in graduation or have authorized responsibilities (for example, RAs). Graduating seniors are expected to vacate the campus by 5 p.m. on the day of graduation.

Travel Schedules

All students are expected to make travel arrangements that adhere to their designated move-in and move-out schedules, unless they have received authorized extensions or special permission (see "Authorized Extensions" below). Failure to make appropriate travel arrangements will not be considered a reason for returning before halls open or remaining on campus after halls close. In these cases, students will be expected to find lodging off campus at their own expense.

Authorized Extensions

Students who have St. Andrews obligations or responsibilities (for example, Equestrian workers or student-athletes competing over Christmas Break) that require that they stay on campus beyond posted hall opening and closing dates must have their staff or faculty sponsor submit a request in writing to the Director of Housing Services at least fourteen (14) business days before the opening or closing of the residence halls. The request should include an explanation of why extended housing is needed, student emergency contact numbers, and the contact numbers for the staff or faculty sponsor. Depending upon the situation, the staff or faculty sponsor may be required to complete health and safety checks in the halls or live in the halls with the students during the period of the extension.

Authorized students will be required to adhere to all policies and alternative housing arrangements that may be implemented by the Director of Housing Services. Please note that scheduled maintenance procedures over the breaks may interrupt some functions, such as heating, cooling, Internet, cable services, etc. Campus services such as Residence Life, Dining Services, and Health and Wellness Services will not be available when residence halls are closed. However, the Office of Campus Safety and Security remains open year-round.

Special Permission for Non-graduating Students

Non-graduating students who want to remain on campus to observe graduation ceremonies, and do not have authorized responsibilities, must request permission in writing to the Dean of Students before the beginning of the posted Exam Schedule. The Dean reserves the right to refuse permission to any non-graduating student who

has been found responsible for conduct violations within the academic year. Non-graduating students who are granted permission to stay on campus must abide by all College policies, including the Alcohol and Other Drugs Policy or face immediate removal from campus. Students who have not been granted permission must vacate their rooms at the designated times or face fines and immediate removal from campus.

Unauthorized Students

Unauthorized students, including graduating seniors, who remain in the halls after posted closing times, or who arrive in the halls prior to the designated opening times, may be fined \$75.00 per day, face conduct action, and/or may be required to immediately vacate the premises.

CABLE SERVICES

Each residence hall room is cable-equipped with basic cable channels provided free of charge. Additional cable services are not available.

COMPUTER HOOK-UP

The residence halls are wired for computer hook-up to facilitate student access of the Internet and programs available through the College. Residents may connect their personal computers to the campus network with an Ethernet card, which can be purchased through the Computer Services Office or local vendors. Any problems/ questions about the SAPC network should be directed to the Computer Services Helpdesk, ext. 5014. For policies regarding the use of the College Information Technology Resources, please refer to "Computer and Network Services" in *The Saltire*.

TELEPHONES

Cell Phone Usage

St. Andrews recognizes that most students will rely on their personal cell phones instead of using their residence room phones. Students who opt-out of the campus phone system will be asked to provide their cell phone numbers on their Residency Contracts and choose whether or not they wish to receive text messages in case of a campus or weather emergencies. All Resident Directors and Resident Assistants have residence hall phones in their residences.

Room Phones

The St. Andrews telephone system is a digital system that utilizes the same fiber optic network as our computer system. Because the system is totally digital, if there is a need for adaptive equipment (speaker phones, or any other analog based unit), the student needs to request an analog adapter from Computer Services. Being a digital system, the system is subject to outages if the campus loses electrical power. Also note that the phone system makes available a voice mailbox which, since there is only one

phone per room, must be shared between the two roommates. Students who choose to have a residence hall phone agree to activate their voice mailbox. Emergency notifications are sent to room voice mailboxes in the event of a campus or weather emergency.

The College's telephone system is designed to restrict all toll charges from student telephones. Student phones are not allowed to accept collect calls. Students who wish to make long distance calls must either call collect or purchase Phone Cards which are available from long distance carriers, local retail and grocery stores, and also from the campus ATM. Any problems/questions about the phone system should be directed to the Computer Services Helpdesk, 277-5014.

HOUSEKEEPING

Housekeepers are employed to do routine cleaning in the public areas of suites, lounges, and bathrooms. Routine cleaning is that which results from ordinary use of people moving through areas and using them responsibly in the way they were designed to be used. Housekeepers do not clean student rooms while the students are living there.

Housekeeping Guidelines for Residents:

- Trash should be put in a trashcan.
- Recyclable items should be in recycling bins and placed in the appropriate space for pick up.
- For reasons of safety, cleanliness, and hygiene, personal items such as soiled clothing, shoes and athletic equipment, should be kept out of the residence hallways and suite lounges.
- Tabletop surfaces should be clear enough to be simply wiped off.
- Toiletries and personal items may be kept in the cubbies provided in the bathroom. Student items left on the sink shelves, and in the sinks and showers may be discarded if they inhibit proper cleaning.
- If a student spills something, it should be wiped up immediately, including in the microwave.
- If a glass bottle or small glass item breaks, the pieces should be swept up at once by the student and put in discard in a recycling container.
- If a large glass breaks (for example, a window) it should be reported by students through the online Work Order Request at Excalibur.
<http://excalibur/AppsWorkRequest/WorkRequestMaintTrackerStudent.aspx>
- Maintenance and facilities problems should be reported through the online Work Order Request on Excalibur, the College intranet,
<http://excalibur/AppsWorkRequest/WorkRequestMaintTrackerStudent.aspx>

Housekeepers or Maintenance staff will daily:

- Empty trash from all public trash receptacles, including those in the bathrooms
- Dust or wipe down all furniture in lounges
- Arrange furniture
- Sweep/dust mop or vacuum floors, including halls
- Damp mop floors, including halls
- Sweep down spider webs and sweep off baseboards
- Clean water fountain
- Clean dirt off walls
- Keep bathrooms supplied with paper products
- Cleaning or replacing damaged shower curtains
- Clean mirrors and clean and disinfect sinks, toilets, showers, shower stalls, shower drains, etc.
- Mop bathroom floor and shower stall floor
- Keep stairwells swept and mopped
- Clean microwaves as needed
- Wash windows as needed
- Report needed repairs, damages and vandalism to the Director of Housekeeping Supervisor or RD
- If there are concerns regarding a housekeeper's performance, please contact the RA or RD, Student Affairs or Physical Plant as soon as possible

Housekeepers will not:

- Clean bodily fluids
- Clean up broken glass bottles (see "Guidelines for Residents")
- Clean up spills -- if a spill is cleaned up when it happens, routine cleaning by the housekeeper will take care of the residue (see "Guidelines for Residents")
- Pick up trash or recycling not already in a receptacle
- Be expected to move students' personal belongings to perform housekeeping duties

LAUNDRY FACILITIES

Washing machines and dryers are available in each residence hall. These machines are owned, operated, and maintained by a private company on behalf of the College. For service related reports—submit a work order on Excalibur {<http://excalibur/AppsWorkRequest/WorkRequestMaintTrackerStudent.aspx>} or contact the Director of Housing Services, 277-3954.

PEST CONTROL

The College contracts with a pest control company to provide service to control insects and rodents. Service is requested by submitting a work order to Physical Plant.

You may ask your Resident Assistant for help or submit a Work Order on Excalibur. [<http://excalibur/AppsWorkRequest/WorkRequestMaintTrackerStudent.aspx>] If it is found that unsealed food, excessive trash or improper storage of belongings has led to extra treatment, the resident(s) may be charged the total cost incurred by the College.

VENDING MACHINES

Vending machines for soft drinks and snacks are available in various locations around campus. For refunds of money lost in the machine or to report a service problem, contact the number on the machine.

WORK ORDER ONLINE REQUESTS AND HOTLINE

The Physical Plant, in cooperation with the Residence Life staff, operates the online Work Order Request on Excalibur, the College intranet, to make reporting problems easier for students. Students may submit a Work Order Request online by going to the "Student Community" page on Excalibur. (<http://excalibur/AppsWorkRequest/WorkRequestMaintTrackerStudent.aspx>.) Excalibur can be reached on campus through students' personal computers in the residence halls and college lab computers at <http://excalibur.sapc.edu>. If prompted for credentials, type in your SAPC email address for the username and your SAPC email password. Students may prefer to leave a voice message on the Work Order Hotline at 277-5411. Voice messages are checked daily.

To expedite the process it is important to leave a good description of what needs repair, your name, phone number, SAPC box number, and your building and room number. If the repair is not completed in a timely manner, contact the Director of Housing Services at 277-3954, OSA.

Emergencies

A maintenance or Physical Plant emergency is one defined as having the potential to cause injury, illness, or further damage to property. In an emergency situation contact the building RA or RD, and then Campus Safety and Security if RA or RD is not available.

Residential Living Policies

ADMINISTRATIVE AND SAFETY EXPECTATIONS

The College has the responsibility to make every reasonable effort to provide for a safe and comfortable environment for its residents. Students have a responsibility to respect safety and Physical Plant measures on campus as well as residential policies that address these areas.

Fees and Fines

The College reserves the right to assess appropriate administrative fines, restitution and/or mandated community service for instances of disruptive or destructive behavior. Fines, restitution and/or mandated community service are typically applied when there are documented violations related to housing regulations or the expectations listed on the Residency/Commuter Contract. In some cases, administrative fines, restitution, and/or mandated community service are used as sanctions following a conduct hearing about a violation of the Community Honor Code and College policies.

A list, although not inclusive, of typical charges that apply in the halls is available in OSA. The College reserves the right to assess such fines, restitution, and/or mandated community service to the residents of suites or halls on a prorated basis. Students who immediately notify OSA or Campus Safety and Security of their responsibility for damages may experience a reduction in fines.

If those responsible for the fines are not named, then the charges will be divided in equal portions to all students in the hall or suite. Situations involving extenuating circumstances may be dealt with on a case-by-case basis.

Notification of Intent to Fine

Written notice will be given of fines related to housing regulations or the expectations listed on the Residency/Commuter Contract. This notice may be by public notice in an all-hall or all-suite posting, mail delivered through campus mail or by hand, or through an email message. Students may request a review of fines with the Dean of Students for fines not related to a conduct hearing (for example, damage fines) within five (5) business days of the date of the notice. Students will be notified of fines that are assigned after a conduct hearing through e-mail and conduct sanction letter. Conduct fines will be reviewed by following the steps outlined in the section on "Sanction Review" in *The Saltire*.

Billing Procedures

Any fines assessed to a returning student during the last two weeks of the fall semester will be due on the first day of the spring semester. If the student is graduating or withdrawing from the College the fine must be paid prior to leaving campus at the end of the fall semester.

Removal from Housing

Students who choose to behave in ways that seriously or repeatedly jeopardize the safety of others may, at the discretion of the Dean of Students, be relocated to another residence hall, restricted from entering specific areas on campus, or be removed from campus housing.

Repeated Warnings and Parent/Guardian Notification

If a student is fined after repeated warnings about misuse of residence hall community space, the student's parent/guardian may also be notified. Examples of types of violations that might prompt parent/guardian notification after several warnings include, but are not limited to, propping open exterior doors or leaving the suite windows open to allow individuals to enter or exit, excessive cleaning in the suite, taking College furniture into student rooms without permission, obstructing the hallways or bathrooms with personal belongings that impede proper cleaning by the housekeeping staff, etc.

ALCOHOL IN RESIDENCE HALLS

All first year designated halls and all Granville Hall suites are alcohol-free. Community members living in Albemarle Hall, Granville Hall Apartments, Mecklenburg Hall, Pate Hall, and Winston-Salem Hall who are 21 years of age or older may only consume alcoholic beverages in the privacy of their rooms. This privilege does not extend to the hallways, suite lounges or courtyards unless there is a sanctioned party, see "Campus Parties" in *The Saltire*. Additionally, members of the community who are 21 years of age or older may consume alcoholic beverages in the suites, courtyard, and main lounge of Orange Hall.

Possession and/or consumption of alcohol in any area of campus not designated as authorized, even when the individual is 21 years of age or over, may result in sanctions.

APPLIANCES

It is the responsibility of the student to ensure any appliance used is in proper working condition and used appropriately. All appliances must have original manufacturer's UL Seal of Approval attached and manufacturer labels noting size, wattage, volts or other pertinent information left intact on appliance. Pate Hall residents have fewer restrictions because of different electrical requirements. The list of approved electrical appliances for use in student rooms is available in OSA.

Prohibited Items for Residence Hall Student Rooms

1. Any appliance not on the approved list of appliances. Specifically, NO cooking appliances (microwaves, toaster, toaster oven, grill, Fry Baby, coffee pot, Crock Pot, etc.)
2. Extension cords
3. Decorative string lights
4. Decorative materials hanging over or under lights, ceiling lights included
5. Flammable items (candles, oil lamps, incense, halogen lamps, etc.)
6. Items that may be flammable or deter a fire rescue may not be hung on walls or ceiling or in doorways in rooms, hallways, or main or suite lounges

COOKING AND FOOD

No cooking is allowed in student rooms. Cooking is allowed only in the kitchens in the Granville Apartments.

Microwaves are provided in each suite for student use. No other cooking appliances are allowed in the residence hall rooms or lounges. Under no circumstances may refrigerators be used in bathroom facilities. All food utensils and food preparation devices must be cleaned immediately after use and not left in bathroom areas. Food kept in the residence hall must be stored in closed containers. Leftover food is to be thrown in the garbage, NOT poured down sink or shower drains. Utensils left in bathrooms will be discarded.

DAMAGES

In the event of damage to a room or its furnishings by individuals, the College will charge the cost of repair or replacement to the occupants of that room until responsibility for the damage is determined. Damage to the lock and exterior of the room door must be promptly reported to Campus Safety and Security or the damage will be considered vandalism and fines and/or conduct action may be taken against the occupants of the room. The cost of repairs for damages to community areas of the residence hall will be charged to the appropriate suite or to all hall residents unless responsibility for the damage is determined.

DECORATING ROOMS AND SUITES

Residence Life encourages students to personalize their suite lounges and residence hall rooms and believes that decorating creates an atmosphere that is more comfortable and personal, thus promoting student satisfaction. Posters, banners, plants, etc. are recommended methods for decorating. However, tapestries, wall hangings or other fabrics are not allowed due to fire safety issues. Students may not paint rooms, hallways, suite lounges or any other residence hall area except in rare cases permitted by the Dean of Students.

DOORS AND WINDOWS

Exterior doors on residence halls should never be propped open. This practice jeopardizes the safety and security of all residents. Likewise, propping open windows to allow other students to enter and exit puts residents and their property at risk. A fine of \$10.00 will be assessed for each individual found violating the policy in any residence hall. If responsible individual(s) can not be determined a \$10.00 per person fee will be assessed to the entire suite and/or hall. Repeated propping open of doors and windows may be addressed through the conduct system.

DRY CAMPUS

Alcohol is not allowed to be used on campus during Fall Pre-season athletic train-

ing, Orientation, during Finals, or during Christmas Break for students who have permission to remain on campus. In the case of a campus emergency, such as a hurricane, the Dean of Students may institute a Dry Campus.

ELECTRICAL ADDITIONS

Each room is equipped with an adequate number of electrical receptacles. However, caution should be taken to not overload the circuits. Decorative lighting (including strings of Christmas tree or similar lights) and other electrical additions pose a potential fire hazard and are prohibited. Residents may not install ceiling fans. No extension cords may be used; only power strips with built-in circuit breakers are allowed.

FURNITURE

St. Andrews recognizes the importance and value of allowing students to make their living area as comfortable as possible. The College provides residents with a bed, mattress, desk, and closet and drawer space. Residents may bring other items to decorate and personalize their rooms. However, College furniture may not be removed from the room without prior permission of the RD.

KEYS

Each student is issued a room key and a hall and/or suite key during Check-In. These keys are the property of the College. Duplication of keys, possession of duplicated keys, or providing unauthorized persons with an original or duplicate of a College key is prohibited. All keys issued must be returned to a Residence Life staff member at Check-Out.

It is the responsibility of each resident to protect all other students by not losing their residence hall keys. Lost keys must be immediately reported to the Office of Student Affairs 277-5145 or the RD or Campus Safety at 280-2895 when OSA is closed. Students who fail to report a lost or stolen key are disregarding the safety and security of fellow students.

For a key that is lost or not returned a fee of \$25.00 per key replacement and \$75.00 for new lock replacement will be assessed.

LOFTS

Students are allowed to loft their beds. However, the College is not in any way responsible for constructing lofted beds or for damages or injuries that might result from their use.

PERSONAL BELONGINGS

Students are responsible for all items in their possession. Residential students are expected to lock the doors to their individual rooms and their suite or hall doors when leaving. Students are encouraged to carry renters or homeowners' insurance in the

event that their personal items are damaged or stolen (See "Liability Renters Insurance"). The College is not responsible for theft or damage to students' personal belongings. Any personal items, valuables, or other property left in the residence halls at the close of the academic year shall be considered abandoned property and may be retained or disposed of by the College.

PETS

Fish in a simple fish bowl are the only pets allowed in student rooms. Fish are allowed only if electricity is not used to power a filter or lights for the bowl. No other pets may be kept in student rooms. Pets other than fish are not allowed in the suites, courtyards, hallways, stairwells, laundry rooms, or any other place inside a residence hall or quad. Violators of this policy regarding pets will be fined \$100.00 for each infraction and the pet immediately removed from the residence hall. Exceptions will not be made for any temporary keeping of pets.

Guests or commuter students are required to keep pets on leashes while on campus in accordance with Laurinburg City Code and College policy. Students with a documented disability who utilize a service animal that will be on campus at any time must comply with guidelines available through Disability Services.

The College also prohibits the feeding of any stray animals anywhere on the College campus. Caring for these animals during the semester results in cruel abandonment when students leave for winter and summer break.

Staff and faculty living in campus apartments may keep small pets. However, these pets are never allowed in student rooms or residence hall suites and pets must be kept on a leash when being walked on campus.

QUIET HOURS

St. Andrews is both an academic and residential community. Quiet Hours are designed to support and promote a productive living and learning environment. Residents are expected to show consideration for others at all times by decreasing excessive noise and disruptions in and around the halls. A Quiet Hours violation is when noise inside a student's room can be heard outside the room or disruptive noise and activity (for example, shouting) can be heard during Quiet Hours in areas outside the student's room, such as the hallways, lounges, bathrooms, courtyards or stairwells. Residence hall rooms, courtyards, main lounges and other common areas are not to be used for instrumental rehearsal without the consent of the RA or RD.

Designating Residence Hall Quiet Hours

Each residence hall is given the responsibility to establish a period designated as Quiet Hours from at least 11:00 P.M. to 9:00 A.M. Sunday evenings through Friday mornings and from 1:00 A.M. to 10:00 A.M. on Saturdays and Sundays. Orange Hall is given the privilege to extend its weekend Quiet Hours to 2:00 A.M. by hall vote.

Each hall must decide on Quiet Hours by a hall vote and inform OSA and Campus Safety and Security in writing prior to implementation. Failure to abide by designated Quiet Hours may result in the loss of privileges and/or an administrative modification of Quiet Hours.

Any suite may extend Quiet Hours to 24 hours for limited periods of time, provided all suite members agree. RAs will post Quiet Hours in each hall.

Reading Day and Final Exams

24-hour Quiet Hours will begin with the start of the regular Quiet Hours of the hall on the night before Reading Day and continue until the completion of the College's published exam schedule. During this time no parties will be permitted.

Responsibility for Maintaining Quiet Hours

The primary responsibility for maintaining Quiet Hours rests with individual suite members who have been distracted by the noise. Residence Life staff will intervene to support Quiet Hours in those situations when they encounter a disturbance or when a resident has been unable to accomplish a successful intervention. Student Affairs staff have the responsibility to intervene in any circumstances where Quiet Hours violations are present, including disbursement of individuals. If necessary, assistance may be obtained from Campus Safety and Security.

Quiet Hours Violations

Community members who visit suites are responsible for abiding by the Quiet Hours established by that suite. A visitor who violates a suite's Quiet Hours may be instructed to leave the suite by an RA, RD, or Campus Safety officer. A community member who repeatedly violates Quiet Hours as a visitor faces conduct complaints and may have to appear before the Community Honor Committee or other conduct hearing committee. The consequence for the violation may be the loss of the privilege to visit one or more residential areas for a period of time. A community member who repeatedly violates Quiet Hours within his or her own residential area may have to appear before a conduct hearing committee on Quiet Hours violations. Additional charges of failure to comply with a College official may result if the student does not respond to requests to comply with Quiet Hours.

Guests of students also are responsible for abiding by the Quiet Hours established by the suite in which they are visiting. Guests who violate Quiet Hours may be required to leave campus immediately.

RECREATIONAL ACTIVITIES

The grounds around the residence halls, including the quad areas between halls and courtyards of the flat halls, were designed to foster positive interaction between community members. Appropriate judgment should be exercised in recreational activities

to protect the campus buildings and decrease safety risks to occupants. For example, studying, sitting around, grilling, sunbathing, and other sedentary activities are encouraged near buildings and in the courtyards. Recreational activities involving equipment and/or significant personal movement and exertion should be conducted away from any campus building in open or designated areas on campus. Golf, baseball, soccer, lacrosse, etc. may occur in designated areas only.

RESIDENCE HALL STAFF

Resident Director (RD)

A Resident Director is the professional responsible for supervising personnel and the total educational and developmental program within the residence hall. This includes supervision of the Resident Assistants (RAs), program development, policy enforcement and facility management. RDs are part of the Student Affairs staff, are college officials, and report to the Dean of Students (or designee).

Resident Assistant (RA)

Resident Assistants are students selected to serve as peer counselors and peer advisors to their residents. Even though they are students, they also are considered employees of the Residence Life Program and report to the RD for their hall and the Dean of Students (or designee). Each RA is responsible for supporting the policies and pursuing the goals and objectives of the Office of Student Affairs (OSA) and the College policies as outlined in *The Saltire*. The RA assists in the administrative operation of the hall, helps to ensure that the rights of students are protected and not abused by others, provides information about College services and resources, and helps to stimulate educational, cultural, social, and recreational programs in the residence hall.

RAs are paraprofessional staff at the level between the Resident Director and the individual hall members. If an issue cannot be resolved satisfactorily between members of the residence hall, it should be brought to the attention of the RA. If resolution is still unsuccessful, it is the job of the RA to refer the issue to the Resident Director of the hall or the Dean of Students.

VISITORS AND GUESTS

Visitors

Visitors are St. Andrews community members who spend time in any portion of a residence hall, other than the hall to which they are assigned. Visitors are expected to abide by the Quiet Hours set by that hall, the alcohol policies designated for the hall, and all other College policies. During the first thirty (30) days of the semester, the residents of Concord, Wilmington and the first year suites in Granville may not have visitors of the opposite gender in their halls after designated Quiet Hours. This helps first year students establish good communication and supportive relationships with suite-mates to foster a healthy living environment.

Guests

Guests, unlike visitors, are not members of the St. Andrews community. Guests are allowed to visit campus only during the regular academic semester. Guests are not allowed on campus prior to the first day of classes in each semester. This includes the period for athletic preseason training, new student orientation, and Registration. During the academic year guests may visit the halls between 10:00 A.M. and 11:00 P.M., Sunday through Thursday and between 10:00 A.M. and 2:00 A.M., Friday through Sunday mornings unless arrangements are made for overnight guests. Guests staying beyond specified times must have received prior approval, in writing, from the Dean of Students. All guests must register with the Office of Campus Safety and Security in Burris Hall.

Student Responsibility with Visitors or Guests

Students who plan to invite a visitor or guest to their rooms must first secure the verbal approval of their suitemates and roommates before the arrival of the visitors or guests. A roommate's right to free access to the room at all times, privacy, study time, or sleep must not be deprived because of a visitor or guest. A student wishing to host a visitor or guest overnight must have his/her roommate's consent. The College does not allow cohabitation and cannot ignore any infraction of this policy that comes to its attention. St. Andrews community members are required to accept full responsibility for their guests. All guests are expected to abide by College policies and the agreements established within the suites. A guest found in violation of College policy may be asked to leave campus immediately by a Campus Safety officer, RD, or the Dean of Students (or designee). If the guest fails to comply, he or she faces trespass charges and possible arrest.

Registering Guests

Guests who arrive on campus must first register in writing with the Department of Campus Safety and Security and be accompanied by the student they are visiting when registering. Guests with vehicles should also register their vehicles at this time and hang their temporary tags from their rearview mirrors. Failure to comply with these requirements may result in conduct action against the student and/or immediate removal of the guest from campus.

Privacy Issues

In order to respect the privacy of the other suitemates, guests and visitors of the opposite gender will use the public toilets available in the Main Lounges. It is inappropriate to enter the bathroom facilities of another gender.

Campus Safety and Security

A safe and secure learning environment involves the cooperation of all community members.

The Campus Safety and Security Office is located in Burris Hall and provides 24-hour services. It is the mission of the Department to ensure that members of the St. Andrews community experience the educational process free from unwarranted concerns for their safety or security. Working within a framework of federal, state and local laws, this Department also supports and ensures compliance with institutional policies and philosophy, including *The Saltire*.

BUILDING ACCESS PROCEDURES

Students may need access to certain academic and administrative buildings in pursuit of their studies after these buildings have been locked at the end of the day and on weekends. At the same time, the College has a responsibility to ensure that individuals using these facilities are able to work and study in a safe and secure environment. Accordingly, students who want to work in closed buildings are expected to comply with the following procedures:

1. When students need to have access to certain academic or administrative buildings after the buildings have been locked, they must ask the appropriate departmental representative (for example, a professor or Work-Study supervisor) to certify in writing to the Office of Campus Safety and Security that they are authorized to be in a particular building or room during a specified time. This authorization should be sent to Campus Safety where it will be kept on file through the end of the academic year in which it is issued.
2. The authorized students should contact the Campus Safety duty officer at 280-2895 and be escorted to the authorized building to be given access. They must also notify the Campus Safety duty officer when they leave the building.
3. Students who are working in an area when it is being secured at the close of the day have followed the Building Access Procedures before they will be allowed to remain in that area after closing.
4. Students who are authorized to be in a closed area are not allowed to grant access to other individuals who are not authorized to be there.
5. Individuals in a closed building who are not on the approved access list will be expected to leave the building immediately.

Access to Student Rooms

Except for emergencies, health and safety inspections, maintenance, or authorized room searches, access to students' rooms for anyone other than the students to whom the rooms are assigned must always have the authorization of the registered occupant(s) (See "Room Inspection and Entry"). This restriction applies to other students, parents, guardians, family members, and guests of the students.

CAMPING

Camping on the St. Andrews Campus is strictly prohibited due to the safety risks it creates to those who camp and to the potential damage to College property from fire and litter.

EMERGENCY PRECAUTIONS AND NOTIFICATIONS

From time to time weather related or other emergencies may occur. Students are expected to comply with the direction of Campus Safety and Security, Residence Life staff, and Emergency Service Personnel. In a state of emergency the campus is dry and no alcohol use is allowed. Campus wide voicemail, e-mail, and text messaging will be used for emergency notification and to communicate any changes to class schedules.

ESCORT SERVICE

Campus Safety and Security staff provides an escort service on campus at night for students, faculty or staff. For those wishing to utilize this service call (910) 280-2895.

FIRE PROTECTION

Fire alarm systems exist in each residence hall for the protection of students. Fire extinguishers and smoke alarms are also located in each suite, main lounge and each ADL. Smoke detectors are located in each room.

The Laurinburg Fire Department serves the College. It is a serious violation of state law and the Conditions for Continued Membership to tamper with the fire protection equipment. Any student suspected of setting off a false alarm will be referred to the Office of Student Affairs for investigation and potential referral for criminal prosecution and/or student conduct action.

FIRE SAFETY PROCEDURES

Fire drills are conducted at least twice a year in the residence halls. Community members are required to participate in these exercises by following the instructions of the Residence Life staff and exiting the building when the alarm sounds. All students should be familiar with the location of the fire alarms, extinguishers and closest exits. A fire escape plan is posted in each suite lounge.

Students are expected to act responsibly when an emergency occurs. If a fire alarm sounds, all residents should treat it as an actual fire and evacuate the building and remain clear of the building until Campus Safety and Security officers have approved the building for re-entry. In some cases, students will be instructed to evacuate the building and move to Belk Main Room. Any student who refuses to exit the residence hall after the fire alarm sounds may be subject to conduct sanctions that may include removal from the residence hall and a \$150.00 fine.

Student Responsibilities for Fire Prevention and Safety

No College or personal property should be stored in hallways, bathrooms, suite lounges or courtyards because these items may impede evacuation during a fire or other emergency. A \$50.00 fine maybe assessed to individuals who place items in hallways, suite lounges or courtyards.

Flammable items are strictly prohibited in the residence halls. This includes lighted candles, fireworks in any form, ammunition, oil lamps, halogen lamps, fuel cans containing fuel, etc. Items that may be flammable or impede fire rescue are not allowed to be suspended in the room, suite lounge or doorways.

Bonfires

The Department of Campus Safety and Security must authorize all bonfires through the Laurinburg Fire Department. Any unauthorized bonfire will be immediately extinguished and may result in conduct action.

ID CARDS

All students will be issued a St. Andrews ID Card during registration. *The same ID Card will be used each year of attendance at St. Andrews.* ID Cards are coded according to age.

Purpose of ID Card

Carrying a College ID card is an important part of the College safety and security plan. ID cards help College officials identify the individuals who belong on the campus from those who do not, provide age identification for students who choose to consume alcohol, provide identification if a student has a medical emergency and cannot speak, etc. In addition, St. Andrews ID cards are programmed by Knights Dining Services to identify students who are on the College meal plan.

Required Possession of St. Andrews Student IDs

Students are expected to carry their IDs on their person at all times and be willing to display their IDs upon request by College officials, including RAs.

Replacing IDs

Upon turning twenty-one (21) a student may obtain a new ID card at no cost through the Office of Campus Safety and Security. Under other circumstances, students who need a new card may obtain one for a replacement charge of \$25.00 (per lost card). To get a new card, students must go to the Office of Campus Safety in Burris Hall during regular office hours.

ROOFS AND BALCONIES

Climbing on roofs or balconies is not permitted because of the high risk of serious bodily injury. A fine of \$500.00 will be imposed to any individual found on the roof or balcony of a building on campus. Any repeated violation will result in conduct action and additional fines.

SAFETY, MECHANICAL AND ELECTRICAL EQUIPMENT

Residents will be subject to conduct action for tampering with safety equipment in a residence hall or any other facility on campus. Subsequent offenses may result in criminal prosecution and/or housing contract revocation and suspension from the College.

- *Ceiling/Wall Access* — Ceiling access and removal of ceiling tiles or other access panels is prohibited. This is a Community Honor Code violation and subject to a \$100.00 fine and mandated community service.
- *Tampering* — Any student found tampering with electrical systems, telephones systems, cable systems, or other services will be subject to administrative action as well as a \$500.00 fine. Further campus conduct action or criminal prosecution may be implemented as deemed appropriate under the circumstances.
- *Safety Equipment* — Because the following items have been installed to protect our community members from harm, tampering with any of these items will be considered grounds for suspension and carries with it a \$500.00 fine. It is against the law to tamper with: fire extinguishers, fire alarms (sound a false alarm), smoke detectors, emergency exit signs, or the emergency lighting in buildings, and parking lots.

SMOKE ALARMS

Each student room is equipped with a smoke alarm. Residence Life staff will inspect and test each smoke alarm twice a month. Damage to the alarm or its power source will be noted and result in a \$500.00 fine to the individuals found responsible for the tampering or to all hall residents if no one is found responsible.

SMOKING

All buildings on campus are designated as “smoke-free.” This includes the interior of every building and the immediate exterior area adjacent to each building entry.

Designated smoking areas and appropriate disposal containers are provided in multiple convenient locations on campus. Cooperation in utilizing these designated areas when near campus buildings is expected out of respect for those individual community members whose health is compromised by smoking. Cooperation in utilizing appropriate disposal is expected to protect the beauty of the campus. Failure to respect designated smoking areas or appropriate disposal may result in administrative fines and possible conduct action.

VEHICLE REGULATIONS

It is a privilege and not a right for a student or guest to keep or operate a motor vehicle on the campus of St. Andrews. Each student or guest **must** agree to comply with the rules and regulations set forth by the College. St. Andrews reserves the right to withdraw motor vehicle parking or operating privileges **from** any person. Please note that all guests with vehicles must obtain a guest parking permit and abide by St. Andrews Vehicle Regulations. For a detailed list of Vehicle Regulations and Fines, please see Appendix E in *The Saltire*.



Computer and Network Services

The Computer Center offers accounts (including email accounts) and various computer laboratories for St. Andrews students. The Computer Network is owned solely by St. Andrews Presbyterian College.

ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

Technology should not be used in a manner that infringes upon an individual's right to privacy. The following restrictions are to protect your privacy, as well as the privacy of others. Account holders are prohibited from:

1. Using computer or network services in a way that violates copyrights, patent protections or license agreements. This includes, but is not limited to any type of file sharing software;
2. Gaining unauthorized access to information that is private or protected, or attempting to do so;
3. Attempting to identify passwords or codes, interrupting security programs, or attempting to do so;
4. Monitoring or tampering with another person's e-mail;
5. Reading, copying, changing or deleting another person's work;
6. Using another person's user id/password, or allowing others to use yours;
and
7. Attempting to gain system and or network privileges to which you are not entitled.

RESPECTFUL EXCHANGE OF IDEAS AND INFORMATION

Computer systems and networks allow for a free exchange of ideas and information. This exchange serves to enhance learning, teaching, critical thinking and research. While the constitutional right of free speech applies to communication in all forms, we encourage civil and respectful discourse. St. Andrews policy and local, state and federal law do prohibit some forms of communication, to include:

1. obscenity;
2. defamation;
3. advocacy directed to incite or produce lawless action;
4. threats of violence;
5. disruption of the academic environment;
6. harassment based on gender, race, disability, or other protected status; and
7. anonymous or repeated messages designed to annoy, abuse or torment

PERSONAL RESPONSIBILITY

Each individual who obtains a computer/e-mail account, or uses the computers and network resources made available by St. Andrews, must understand that he/she is

accountable for the guidelines set forth in this document. In addition, each account holder assumes responsibility for:

1. protection of his/her password;
2. reporting any breach of system security;
3. reporting unauthorized use of his/her account;
4. changing his/her password on a regular basis.

AUTHORITY

Computer Services may access users' files for the maintenance of networks, computers and storage systems. In all cases, an individual's expectation of privacy will be respected to the greatest degree possible. Computer Services staff may also routinely monitor and log usage data, such as network connection times, CPU and disk utilization for each user, security audit trails, and network loading. Data collected may be reviewed and further investigated should evidence of violation of policy or law occur.

Conditions for Continued Membership

The following five (5) sections pertain to students' continued membership in the St. Andrews community. After reviewing the sections if you have questions about academic dishonesty, please contact the Associate Dean for Academic Affairs in Vardell, 277-5256. For all other questions, please contact the Office of Student Affairs in Belk, 277-5145.

Academic Dishonesty

Acts of academic dishonesty including but not limited to cheating and plagiarism are violations of the Community Honor Code. Faculty members will respond to such violations in a manner they deem appropriate. The faculty member will report the incident and any action taken, including any impact on the student's grade, to the Associate Dean for Academic Affairs and to the student. According to the severity of the reported academic dishonesty or in multiple reports of academic dishonesty, the Dean of the College may take further conduct action and such action will become part of the student's permanent record.

Plagiarism, Paraphrasing and the Use of Quotations

Plagiarism is a Community Honor Code violation. It is the presentation of another's words or ideas as one's own, and thus is an instance of stealing, cheating, and lying.

Institutions need to make clear what ethical principles guide the writing of critical essays and papers. This statement is made in order to clarify some of these points and

to forestall claims of innocence and ignorance regarding plagiarism in its two most common forms: the use of direct quotations and paraphrasing.

Webster's New Collegiate Dictionary defines plagiarizing in this way:

"To steal, purloin, and pass off as one's own the ideas, words etc. of another."

If a student deliberately copies the exact words of a clause, sentence, or paragraph written by another without enclosing these words in quotation marks (or otherwise indicating a direct quote) and citing the source in a footnote, the student is guilty of plagiarism. If a student presents ideas of another person in his or her own words without citing the source in a footnote or parenthetical note, the student is guilty of plagiarism also.

The mere fact that the student has not quoted the author's words directly does not absolve the student from the responsibility of giving credit for ideas from sources other than his/her own.

Plagiarism can be avoided by following careful procedures when paraphrasing and using quotations. Webster's New Collegiate Dictionary says that to paraphrase is "To say the same thing in other words. A restatement of a text, passage, or work, giving the meaning in another form." In general, the procedure for paraphrasing is this: the student should read the material to be paraphrased as often as necessary to grasp the substance of the writer's idea. Then, without referring to the source, the student should write a version of the idea. Finally, the student should check his/her statement against that of the original source in order to be sure that (1) the student has not unconsciously reproduced the author's words and (2) the student has accurately represented the thought of the source. Then the student should cite the source of the paraphrase in a footnote or parenthetical note. Good scholarship requires the limited and discriminating use of quotations. The student should use quotations only when there exists the need to reproduce precisely the author's position or to show that the writer's phrasing was so vivid or felicitous that the student could not improve upon it.

A critical essay or research paper should not consist of a series of paraphrases and quotations. The student must learn to remember the source of the ideas and information, and must clearly cite those sources relied upon. In addition, the paper must show in writing that the student can analyze, interpret, and evaluate the source materials, which are encountered.

For specific illustrations of appropriate uses of sources, guidelines for proper attribution, and examples of paraphrasing and plagiarism, see the following website: <http://www.northwestern.edu/uacc/plagiar.html>.

Student Conduct System

THE CONDUCT HEARING PROCESS

The procedure followed at St. Andrews to resolve formal conduct matters is called the Conduct Hearing Process. This procedure exists to ensure that the elements of

fundamental fairness will exist in all conduct processes for the students of the community who find themselves in conflict with the Community Honor Code and College policies. All such conflicts are resolved by members of the St. Andrews community by a procedure which, though avoiding the formalities and complexities of a legal process, nevertheless respects the dignity of the individual as well as personal and community responsibilities. With heavy reliance on the honesty of all participants, it is assumed that reasonable people, properly informed, can and will make judgments in the best interest of the College community. Decisions will be made based on the “preponderance of evidence.” In other words, the hearing officer(s) will consider the information as presented during the hearing and will draw conclusions based on what was “more likely than not” to have occurred.

The following conduct hearing structures and procedures have been set in place and are to be considered binding on all parties:

The formal responsibility for nonacademic conduct issues ultimately rests with the Dean of Students. All possible conduct matters begin with a complaint filed with a member of the Student Affairs staff (Dean of Students, Assistant Dean of Students, Director of Housing Services, Campus Safety, Residence Director, Resident Assistant, etc.) or by any member of the College community. Each complaint is investigated and, if formal conduct action seems called for, the student or group alleged to have violated College policy is notified in writing by a staff member of the Student Affairs Office that the matter is being referred to an appropriate conduct hearing body.

All conduct hearings are closed to the public. Persons attending closed hearings shall be limited to: (a) the hearing agent or members of the conduct committee, (b) the student and his/her advocate and (c) the witnesses while giving information. *Note: Witnesses will only be permitted to be present during the presentation of their information.*

TYPES OF CONDUCT HEARINGS

All cases involving student infractions of College policies and regulations will be processed by the Dean of Students (or designee) or hearing committees except where noted. The Dean of Students will determine whether a case will be handled through one of the following hearing bodies:

1. The Community Honor Committee is a student committee that will hear complaints related to Quiet Hour violations, some violations of AOD policy, traffic appeals, and violations of residential living policies. All students have the right to request an administrative hearing with the Dean in lieu of appearing before the Community Honor Committee.
2. The Dean of Students (or designee) and an OSA staff member will hear complaints related to excessive intoxication, disruptive behavior with or without violence, and repeated violations of College policies.
3. The Dean of Students will hear all complaints in which the student may face suspension or dismissal. These alleged violations may include, but are not limited to,

fighting, serious vandalism, sale of drugs, stealing, or other complaints. At the Dean's discretion, he/she may invite an assistant Dean of Students and the Faculty Member in Residence to participate in the conduct hearing process.

4. The Dean of Students and an Assistant Dean of Students will hear all complaints of sexual misconduct.

Please note: During periods that the Community Honor Committee does not function (first and last week of the term and when enough members are not on campus) all cases will be heard by the Dean of Students (or designee) and a member of OSA staff.

RIGHTS AND RESPONSIBILITIES OF STUDENTS SUBJECT TO CONDUCT HEARINGS

Accused Students

Students subject to conduct complaints have the following rights:

- They shall be presented the complaints brought against them in writing at least 24 hours before the hearing is scheduled. Any such notice shall also state that if students fail to appear before the committee, the hearing shall be convened in their absence.
- They shall be entitled to a hearing by an impartial hearing agent. Students have the right to challenge the impartiality of members of hearing committees. The other members will decide on the validity of the challenge.
- They shall be entitled to be informed of any information that will be presented during the hearing to support the allegations.
- They will be allowed to present their cases through verbal or written statements, witnesses and other forms of information.
- Those appearing before the Community Honor Committee (CHC) shall have the opportunity to question witnesses.
- Those appearing before the CHC shall be allowed to be accompanied by an advocate. Advocates are members of the St. Andrews Presbyterian College faculty, staff, or student body whom the accused student requests to be present. Advocates may provide support and guidance to the student during the hearing; however, advocates will not be allowed to present the student's argument against the allegation or to otherwise speak for the student to the CHC.
- Accused students shall be entitled to refuse to answer questions.
- Decisions made by hearing committees and hearing officers will be based only on the information presented at the hearings.
- In some hearings the Dean of Students may elect to make an audio record of the presentation of information regarding the alleged violation(s), and the questioning of the accused student and witnesses. In that event, the records will remain in the custody of the College and students preparing for possible Sanction Reviews may request to review them in the presence of College officials. Students may take notes, but no copies of the audio records will be made for students to remove. The

College will require that these records remain in its custody at all times. They will be destroyed after the final disposition of the case.

- They shall be entitled to a written notice of the results and findings of hearings within two (2) business days following hearings and, upon request, to verbal explanations of the decisions rendered against them.
- They will be asked to leave campus if the Dean of Students views their continued presence as disruptive or dangerous. Students may be asked to leave the campus during the investigation of incidents, before hearings regarding the complaints are convened, after hearings are convened and before hearing decisions have been communicated, and/or up to the final outcomes of Sanction Reviews.
- They shall have the right to ask for Sanction Reviews, the formal reviews of hearing decisions. At the Dean of Student's discretion the decisions and sanctions of the hearing committees may be held in abeyance (lifted) until the outcome of Sanction Reviews. For more details, refer to "Sanction Review Process" in *The Saltire*.

Witnesses

- Witnesses shall be required to answer all questions asked of them unless their answers would tend to implicate them in violations of College policy or the law.
- If a College official requests students to appear as witnesses before conduct hearings and they fail to appear without reasonable explanations, their actions may be considered violations of College policy subject to conduct actions. When witnesses do not appear, hearings will proceed as scheduled in their absence.

SPECIAL CIRCUMSTANCES

In extreme cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus substantially impedes the orderly functioning of the College or constitutes an immediate threat to the well-being or property of the student or other members of the College community, or the student requires more supervision than the College can reasonably provide.

Interim Suspension Pending Hearing and Sanction Review

Interim Suspension is an action that can be initiated by the Dean of Students for the following reasons: a) To ensure the safety and well-being of members of the College community or to protect College property from damage; b) To ensure the student's own physical or emotional safety and/or well-being; c) If there is reason to believe that the student poses a threat of disruption to or interference with the normal operation of the College.

A student given an Interim Suspension shall have a prompt meeting with the Dean of Students to review the behaviors that form the basis for the involuntary removal

from campus. During Interim Suspension, a student usually will be denied access to the College including classes and all other College activities or privileges, pending a conduct hearing and possible Sanction Review. If the sanctions of suspension or dismissal are imposed after a hearing, the individual will be required to leave the campus. Written permission must be requested in advance from the Dean of Students before a suspended or dismissed student may return to the campus.

In some cases the student may be required to comply with certain conditions related to the conduct violation before being allowed to return to College. These conditions may include, but are not limited to: participation in counseling; mandated community service and/or work assignments; paying a monetary penalty; completing restitution for damage, theft, or loss, etc.

Upon return to College the student may have conditions placed on them that include the loss of privileges such as use of alcoholic beverages for a student of legal age, visiting other students, or use of a motor vehicle, etc.

Involuntary Withdrawal from the College

When a student chooses to act in ways contrary to the purposes, policies, and procedures of St. Andrews Presbyterian College, the College reserves the right to withdraw the student involuntarily. The Dean of Students normally executes this right. Normal options for reviews of this decision apply. See "Sanction Review Process" in *The Saltire*.

SANCTIONS

When selecting a sanction, the hearing officer(s) must consider the seriousness of the offense, the maturity and needs of the individual or group found responsible for the offense, the needs of the community and the current conduct status, if any, of the student found responsible. Sanctions are given to: (1) assist the individual or group to learn how to live more suitably within the conditions set by the College for being a member of the St. Andrews community, (2) protect the excellence of the educational environment and (3) provide a vehicle for the rectification or correction of any damages resulting from the misbehavior. Sanctions may be imposed only after a specific violation of College policy has been established. Failure to fulfill imposed sanctions within the specified time may result in further conduct action.

SANCTIONS THAT MAY BE IMPOSED BY ANY HEARING BODY

These Sanctions may include but are not limited to any one or a combination of the following:

Warning

A Warning may be verbal or written. If verbal, a notation is made in the student's file. If written, an official letter is sent to the student outlining the offending actions,

the consequences for those actions, and a warning of possible consequences if the student repeats these actions in the future. Notice of warnings are placed in the student's file and copied to the appropriate College officials.

Parental/Guardian Notification

The Family Educational Rights and Privacy Act (FERPA) allows notification of parents or custodians in certain situations (for example, underage alcohol violations.) For more details about student rights under FERPA see Appendix A in *The Saltire* or contact the Dean of Students.

Reprimand with Probation

A Reprimand with Probation is an official letter that describes the student's unacceptable conduct and the types of sanction that would be implemented if the student commits additional conduct violations. Included with this sanction is Probation for a period no less than four months. Probation is a middle status between good standing and possible suspension from the College. Further misconduct during the probationary period is likely to result in campus restrictions (for example, removal from housing) or suspension. A copy of the reprimand letter is placed in the student's file and copied to the appropriate College officials. Notification may be given to parents or guardians.

Restitution

Restitution is compensation through the payment of money or work related to loss or damage of College property.

Note: Conduct hearing committees will not hear disputes between students who want restitution from each other for loss or damage to personal property or failure to repay personal loans. Upon request by the students involved, the Dean of Students (or designee), may meet with the students for the purpose of mediating a solution. However, the Dean (or designee) will not force a student to pay restitution.

Loss of Privilege

Loss of Privilege is the taking away of specified privileges for a designated period of time. Examples of Loss of Privilege include, but are not limited to, restriction from visiting a specific residence hall, restriction from visiting certain areas on campus, restriction from attending extracurricular activities, etc.

Mandatory Referral for Assessment or Counseling

A student may be referred to the campus Counseling Services or a practitioner off campus for a mandatory assessment or counseling. Students who are referred to off-campus providers are responsible for the costs of services.

Mandated Community Service

Mandated Community Service is a compulsory work assignment coordinated through the Office of Student Affairs.

Restriction

Under Restriction the student continues in attendance, however, he or she will be on probation for a period of up to 12 months, required to perform mandated community service, and may be ineligible to participate in all extracurricular activities, including equestrian and NCAA training and competition, during the restriction period. If a student commits further policy violations during the restriction period the consequence most likely will be suspension. A copy of the restriction letter is placed in the student's file and copied to the appropriate College officials. Notification may be given to parents or guardians.

SANCTIONS THAT MAY BE IMPOSED ONLY BY THE DEAN OF STUDENTS

The following sanctions may be imposed by the Dean of Students after a specific violation of College policy has been established.

Dismissal

Dismissal is permanent separation of the student from the College. The student is excluded from the College and not allowed to return in the future. Tuition and fees are not refundable when a student chooses behaviors that result in dismissal. A notation is placed on the student's permanent file in the Registrar's office. A copy of the dismissal letter is placed in the student's file with the College and copied to the appropriate College officials. Notification is normally given to parents or guardians. The student may not return to campus for any reason without permission from the Dean of Students.

Suspension

Suspension is a temporary separation of the student from the College. The student is excluded from the College for a period of up to one year. The student may not return to the campus for any reason without permission from the Dean of Students during the suspension period. Tuition and fees are not refundable when a student chooses behaviors that result in suspension. The student may request to be readmitted at the end of the suspension period by writing a letter to the Dean of Students, but readmission is never automatic. The College is under no obligation to readmit a student after a suspension. A copy of the suspension letter is placed in the student's file and copied to the appropriate College officials. Notification normally is given to parents or guardians.

Suspension in Abeyance

In certain situations conduct hearing officers may decide to hold a suspension in abeyance (temporarily lifting the suspension) to permit a student who otherwise would have been suspended to remain at the College. The understanding will be that the student's suspension will be immediately reinstated if the student does not fulfill the conditions of the suspension in abeyance or is found responsible for additional violations of College policy.

SANCTION REVIEW PROCESS

Conduct hearing decisions may be reviewed if a request is submitted in writing to the Dean of Students no later than two business days after the student is notified of the outcome of the hearing and the sanctions given to him/her. In the case of decisions related to sexual misconduct hearings, both the alleged victim and the accused student may request a review of the hearing decision and sanctions.

Three types of sanction reviews are possible:

1. Review of the procedures.
2. Review of the severity of the penalties.
3. Review based on new information not available at the time of the original hearing.

Reviews of hearing decisions made by the Community Honor Committee must be submitted to the Dean of Students. Reviews of sanctions given by the Dean of Students must be submitted to the Vice President for Administration (or designee).

Based upon his/her review, the official reviewing the sanctions may (1) confirm the original decision; (2) return the case to the original hearing officer(s) for reconsideration; or (3) change the sanction(s) and/or the condition(s) originally imposed. In all cases, those concerned with the review will be provided a written rationale for the action taken.

FINAL AUTHORITY FOR CONDUCT MATTERS

As a result of the corporate status of the College, the President, as chief administrative officer, is charged with the internal direction of the College. Implied in this statement is that it is the President's and the Board of Trustees' authority to take whatever action they deem appropriate, within established College policy and procedures, to protect the best interest of St. Andrews Presbyterian College. This authority may include the direct application of these policies and procedures by the President subject to review by the Board of Trustees.

GENERAL SANCTION GUIDELINES

1. Because the sanctions of Written Warning, Reprimand w/Probation, Restriction w/ Probation, and Parental/Guardian Notification are considered warnings that further action may be necessary for another violation of St. Andrews Presbyterian College policy, they rarely will be used without additional sanctions.

2. Fines and/or mandated community service in addition to a written sanction will be imposed for most violations. If the seriousness of the violation does not warrant both a fine and mandated community service, the fine will be the selected sanction.
3. Fines must be paid within two (2) weeks of the date of the hearing unless other arrangements are made between the fine recipient and the Dean of Students (or designee). Failure to pay the fine within the specified period usually will result in further sanctions.
4. The deadline for completing mandated community service hours will be set by the hearing body after considering the circumstances of all parties involved. Mandated community service hours will be monitored by the Dean of Students (or designee) through the appropriate supervisor such as, but not limited to, the Director of Housing Services, the Director of the Physical Plant, a Residence Hall Director or the Director of Campus Safety and Security.

STUDENT CONDUCT RECORDS

Conduct records are kept in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Thus, conduct actions are recorded on the student's "personal record" and are not placed on the student's transcript. At all times, these personal records are confidential except when information needs to be shared with authorized persons on campus. Student conduct records are not available to outside investigation agencies unless permission has been granted in writing by the student whose record has been requested or when records are subpoenaed by a court of law. In some cases parents or guardians may be notified of the results of a conduct hearing contained within a student conduct record.

Disposition of Conduct Records

Student conduct records will be stored under the custody of the Dean of Students in locked file cabinets within the Office of Student Affairs. Records of students found responsible for conduct infractions will be kept for a period of five (5) years after the student separates from the College, at which time the records will be destroyed.

Student Responsibilities to the Community

The St. Andrews Community Honor Code emphasizes the active contribution of the individual student to the well-being and safety of the entire College community. The following policies emphasize the role and responsibility of the student regarding violations of College policy.

GOOD SAMARITAN POLICY

Sometimes a student might be reluctant to help another student out of concern that one or both might get into trouble (for example, both students have been drinking underage). The intention of the Good Samaritan Policy is to encourage students to effectively intervene to prevent situations that might be dangerous or even fatal (for example, death from alcohol overdose). If a student provides information to campus officials or contacts 911 to assist another student who is in immediate danger to himself or others due to excessive alcohol/other drug abuse, fighting, extreme disruptive or disorderly behavior, or to assist a victim of sexual misconduct, the assisting student's help will be taken into consideration if he/she also has been violating College policies (for example, the student provided the alcohol). At the discretion of the Dean of Students (or designee), the sanction for the assisting student may be lessened or waived in consideration of the student's assistance. Please note that this policy will not provide ongoing protection for those who repetitively violate St. Andrews policies.

BYSTANDER POLICY

If a student is a bystander in a situation where College policies have been broken, even if the student has not directly committed the violations, he/she may be charged with a violation of College policy and the community honor code. This bystander policy pertains especially to incidents including but not limited to fighting, sexual misconduct, excessive intoxication, vandalism, and drinking games.

ANONYMOUS TIPS AT QUIET KNIGHT

Students who have information that might help College officials with investigations of violations of College policy are encouraged to report this information directly to the Office of Campus Safety (910) 280-2895, Burris Center or to a staff member within the Office of Student Affairs (Ext. 5145, Belk Center). However, if students are unwilling to identify themselves for whatever reason, they have the option to use the Quiet Knight link on the Intranet [<http://Excalibur/AppsStudent/StudentSafety.aspx>] to make an anonymous tip to the Office of Campus Safety and the Senior Assistant Dean of Students.

PERSONAL RESPONSIBILITY FOR BEHAVIOR

Frequently, students accused of policy violations defend their actions with excuses such as prescription drug interactions, self-defense, disabilities, etc. St. Andrews policy on such defenses is that defending one's actions is still admitting to a policy violation. While the defense will not excuse the student's behavior, St. Andrews will take the legitimacy of the defense into consideration. For example, in the case of a physical altercation, a student who uses the defense "he started it" will be found in violation of the College policy against fighting, but an investigation of the fight will ensue. If it is found that the student was not the aggressor in the fight, then he or she will be

sanctioned, but not as severely as the other participants. However, if nothing can be drawn from an investigation, the student may still be sanctioned as though fully responsible.

Alcohol and Other Drugs (AOD) Policy

AOD-ALCOHOL

Introduction

Freedom of choice and diversity of opinion have long been traditions at St. Andrews Presbyterian College. The College has never perceived its role to be one of telling students what they should or should not believe or what choices they should or should not make regarding various issues. The specific issue of whether or not to drink alcoholic beverages is no exception to this belief. The College believes that it has the responsibility to encourage and sustain a learning environment that both respects individual freedom and promotes the health, safety, and welfare of all members of its community. This responsibility, as it relates to alcoholic beverages on campus, carries with it the following expectations:

- That all those who choose to drink alcoholic beverages will do so within the boundaries of North Carolina laws, the Community Honor Code, and College policies and procedures as described in *The Saltire*. The violation of state laws and the abuse of alcohol are deemed unacceptable by the College.
- That those of legal age who choose to drink alcoholic beverages will do so responsibly. Irresponsible drinking may result in poor academic performance, disruption of significant relationships, drunken driving, sexual misconduct, violent altercations, accidents, alcohol addiction or other serious health issues. Irresponsible drinking often may result in other behaviors that are not conducive to the learning environment established by the College.
- The College believes that its alcohol policy should be carried out in a way that balances enforcement, education, and, in some cases, intervention for those who appear to have alcohol abuse issues.
- The College believes that it has a responsibility to provide educational programs concerning alcohol and other substances with the overall objective of promoting an environment conducive to responsible decision-making concerning alcohol use by all members of the campus community. It shall be the goal of the Office of Student Affairs, in conjunction with other appropriate campus organizations and offices to implement this broad-spectrum programming.

LEGAL REQUIREMENTS OF THE STATE OF NORTH CAROLINA

The following is a summary of the North Carolina General Statutes as stated in the

Alcoholic Beverage Control Laws. (NCGS, Chap. 18 B)

The complete set of general statutes regarding alcohol consumption may be found in the Student Affairs Office. The College's Alcohol Policy is based on these statutes.

- It is against the law to sell or give beer, wine, liquor, or mixed beverages to anyone under 21 years of age.
- It is against the law for a person under 21 years of age to purchase or possess beer, wine, liquor, or mixed beverages.
- A violation of either item above by a person who is less than 21 years of age is a misdemeanor.
- Any under-age person who aids or abets another in violation of the above shall be responsible of a misdemeanor.
- Any person over the lawful age who aids or abets another in the violation of the above shall be responsible of a misdemeanor .
- It is unlawful for any person to obtain alcoholic beverages by using or attempting to use the following:
 - Fraudulent or altered driver's license
 - Fraudulent or altered identification documents other than a driver's license
 - Driver's license issued to another person
 - ID documents other than a driver's license that have been issued to another person
- It is unlawful for any person to allow the use of his or her driver's license or any other official document of any kind by any person who violates or attempts to violate the laws stated above.

A violation of the above, if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, will result in the court filing a conviction report with the Division of Motor Vehicles. Upon receipt of the conviction report, the Division of Motor Vehicles will revoke the person's license.

COLLEGE POLICIES REGARDING THE CONSUMPTION AND HANDLING OF ALCOHOLIC BEVERAGES

Students, faculty, staff, and their guests, are expected to comply with the following guidelines and the North Carolina Alcohol Beverage Control Laws.

1. Students under the age of 21 are not permitted to possess or consume alcoholic beverages of any kind. (See "Legal Requirements of the State of North Carolina" above), Consistent with State Law (See "Legal Requirements of the State of North Carolina" above), students under the age of 21 are not permitted to possess or consume alcoholic beverages of any kind.
2. Students who are 21 years of age or older are not permitted to supply alcohol to students under the age of 21. (See "Legal Requirements of the State of North Carolina" above).
3. Excessive/disruptive intoxication is considered an irresponsible use of alcohol,

regardless of the age of the student. Signs of excessive/disruptive intoxication may include loss of balance and motor skills (for example, stumbling or falling), vomiting, slurred speech, disorientation, disruptive behavior, and/or other behaviors which indicate a loss of control.

4. Multiple serving containers (for example, kegs or containers of more than 32 fluid ounces) are not permitted in the residence halls.
5. Consumption or transportation of alcoholic beverages in public areas is allowed only if the individual is 21 years of age or older, and only during College sanctioned events or parties within designated areas. Open containers of alcohol are not permitted outside designated areas at any time.
6. All first year designated halls or suites are alcohol-free. Community members living or visiting in Albemarle Hall, Mecklenburg Hall, Pate Hall, Winston-Salem Hall, and Granville Hall ADLs who are 21 years of age or older may consume alcoholic beverages responsibly in the privacy of their rooms; this privilege does not extend into the hallways, suite lounges or court yards of these halls. Additionally, members of the community who are 21 years of age or older may consume alcoholic beverages responsibly in the suites, courtyard, and main lounge of Orange Hall.
7. Students are prohibited from hosting parties with alcohol in their rooms or suites unless they obtain a party permit from the Office of Student Affairs 48 hours prior to the event. Students who host an event or party where alcohol is used without a permit will be asked to cease the activity and sanctions against the host(s) may be imposed.
8. Possession or consumption of alcoholic beverages on campus is prohibited during athletic preseason training, new student orientation (Fall and Spring Semester), and through registration. Returning students who violate this regulation may be required to leave campus. New students who violate this regulation are subject to normal conduct procedures as described previously and below.
9. Possession or consumption of alcoholic beverages is prohibited from the beginning of each hall's Quiet Hours before Reading Day until the end of Finals, with the exception of College-sponsored functions.
10. Possession or consumption of alcoholic beverages is prohibited during holidays and breaks when students receive authorization to remain on campus when the halls are closed.
11. The College has the right to confiscate and/or dispose of alcoholic beverages which are in the possession of community members violating AOD policies.
12. In the event that it appears an unauthorized party is being held behind closed doors, Campus Safety and/or Student Affairs professional staff may knock on the door and announce who they are and enter the room, even when there is no response from those within the room.
13. Community members found in violation of these standards, or who do not com-

ply with the requests of College officials, may have sanctions brought against them.

14. Drinking games are strictly prohibited. Drinking games and drinking contests promote excessive alcohol consumption that often results in higher blood alcohol levels for participants and can have a devastating impact on a student's health and safety. Types of drinking games may include, but are not limited to, Beer Pong, Pass Out, use of beer funnels or beer bongs, dice drinking games, Kings and other drinking games, etc.

RECOMMENDED SANCTIONS FOR AOD-ALCOHOL POLICY VIOLATIONS

The following sanctions are recommended, but not automatic:

Underage Alcohol Possession/Consumption

- *1st Offense:* Up to \$100 Fine, Written Warning and Mandated Community Service.
- *2nd Offense:* Up to \$175 Fine, Reprimand with Probation, Alcohol Education, Mandated Community Service, and Parent/Guardian Notification.
- *3rd Offense:* Up to \$250 Fine, Alcohol Assessment, Mandated Community Service, Loss of Privileges (for example, Campus Restrictions), Parent/Guardian Notification and Referral to Dean of Students.

Sanctions for Alcohol Violations

(including underage possession in restricted areas)

- *1st Offense:* Up to \$100 Fine, Written Warning, and Mandated Community Service
- *2nd Offense:* Up to \$175 Fine, Reprimand with Probation, Alcohol Education, Mandated Community Service, and Parent/Guardian notification.
- *3rd Offense:* Up to \$250 Fine, Alcohol Assessment, Mandated Community Service, and Loss of Privileges (for example, Campus Restrictions), Parent/Guardian Notification, and Referral to Dean of Students

Excessive/Disruptive Intoxication Violation

- *1st Offense:* Written Warning and up to \$30 Fine, Alcohol Education, Mandated Community Service and Parent/Guardian Notification
- *2nd Offense:* Up to \$65 Fine, Alcohol Assessment, Mandated Community Service, Parent/Guardian Notification, and Loss of Privileges (for example, Campus Restrictions)
- *3rd Offense:* Up to \$100 Fine, Mandatory Alcohol Counseling, Mandated Community Service, Loss of Privileges (for example, Campus Restrictions) and Referral to the Dean of Students

Drinking Games and Contests

- *1st Offense:* Written Warning and up to \$100 Fine, Alcohol Education, Awareness, Mandated Community Service and Parent/Guardian Notification
- *2nd Offense:* Up to \$200 Fine, Alcohol Assessment, Mandated Community Service, Loss of Privileges (for example, Campus Restrictions), Parent/Guardian Notification, and Referral to the Dean of Students.
- *3rd Offense:* Up to \$300 Fine, Mandatory Alcohol Counseling, Mandated Community Service, Loss of Privileges (for example, Campus Restrictions), Parent/Guardian Notification, and Referral to the Dean of Students

Unregistered Parties with Alcohol

- *1st Offense:* Written Warning and up to \$50 Fine, Mandated Community Service
- *2nd Offense:* Up to \$65 Fine, Mandated Community Service and Loss of Privileges (for example, to host future parties)
- *3rd Offense:* Up to \$80 Fine, Mandated Community Service, Loss of Privileges (for example, to host future parties) and Referral to the Dean of Students

AOD-OTHER DRUGS

Use of drugs in such a way as to interfere with the maintenance of an environment of high standards of professional and personal conduct is seriously detrimental to our efforts to fulfill the mission of the College and is an unacceptable behavior choice. As a community, our concern is primarily for the individual student and responses to drug use usually will encompass intervention, education, and supportive counseling. In some cases, removal from the College may be seen as the best course of action for the student and the community. Such an approach flows from our shared sense of responsibility for the well-being of all members of the St. Andrews community. However, all local, state and federal laws will be observed regarding the possession, use, and distribution of illegal substances.

RECOMMENDED SANCTIONS FOR AOD-OTHER DRUG POLICY VIOLATIONS

The following sanctions are recommended and are not automatic.

Possession of Drug Paraphernalia

Students should be aware of the North Carolina State laws pertaining to drug paraphernalia, and should take special note of those items legally defined as “drug paraphernalia.” The use and/or possession of drug paraphernalia will be considered an additional policy violation when the student is found responsible for the illegal possession or use of any controlled substance. This additional violation will impact sanctions.

Minimum Sanction: Reprimand with Probation

Drug Schedule

Schedule I or Schedule II—Including, but not limited to heroin, mescaline, lysergic acid diethyl amide (LSD), opium, cocaine, amphetamine, methaqualone

Schedules III through VI—Including but not limited to marijuana, pentobarbital, codeine.

Illegal Possession of Drugs

Illegal possession of any controlled substance may be actual or constructive. Actual possession is established as occurring at the time (i.e. seeing the person holding or using the drug) and constructive possession is established by an individual's power and intent to control disposition (i.e. the drug is found in the student's room or is in the public view of the student). The fact that a controlled substance is found in a location that is controlled by the student (for example, under the student's bed) implies that the individual knowingly possessed the substance. Possession or use of illegal drugs is prohibited.

Sanctions:

- *1st Offense:* Sanction Range: Reprimand with Probation to Dismissal*
- *Depending upon the situation, the Dean of Students may implement an Interim Suspension and the Dean, in consultation with the student and his or her parents/guardians, may discuss the personal circumstances of the student's substance abuse and any conditions for return to the College. At the Dean's discretion the suspension may be held in abeyance (lifted temporarily) for a year and the student be allowed to return to campus after a professional recommendation is made from a licensed clinician with certification or licensure in addictions at the student's expense if a qualified practitioner is not available in Counseling Services. During the time of the suspension in abeyance, the student may be required to consent to random drug testing and attend counseling. If the student violates any College conduct policy or tests positive, the suspension may go into full-effect from the date of the positive drug test or the policy violation. If the student returns to campus under the abeyance it will be with the sanctions of restriction and probation for a determined period of time.*
- *2nd Offense:* Sanction Range: Substance Abuse Education and Assessment to Dismissal

Sale, Manufacture, Delivery or Possession of Illegal Drugs

Behavior that involves the illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or deliver, any controlled substance.

Sanction: Immediate Dismissal and Referral to Local Law Enforcement.

ALCOHOL AND OTHER DRUG EDUCATION AND TREATMENT

St. Andrews Presbyterian College recognizes the health risks that are associated with

the abuse of alcohol and other drugs. It will be the institution's responsibility to inform and educate the College community of these risks. St. Andrews Counseling Services offers addictions counseling through a Licensed Clinical Addictions Specialist. However, St. Andrews does not have a substance abuse treatment facility or the counseling resources to help students with alcohol or other drug problems that require medical detoxification or long-term outpatient or inpatient treatment. In these cases, the student will be assisted with referrals to off-campus providers.

If a student seeks help with an alcohol or other drug abuse problem before he/she has been documented with an alleged violation of the AOD policy, the student will be given a referral to Counseling Services or an off-campus provider of his/her choice without risk of conduct action. However, this request for help should not become a cover for continued alcohol or drug abuse. If the Dean of Students believes that the student is using a request for help to avoid consequences for his/her conduct, the Dean may convene a hearing for charges of violations of the relevant AOD policy.

Other Conduct Policies

COMPLYING WITH REQUESTS FROM COLLEGE OFFICIALS

Failure to comply with the requests of College officials (for example, faculty members, administrators, Campus Safety and Security, Student Affairs or Residence Life staff, dining services staff, and others) acting in the performance of their duties is a serious violation of the Conditions for Continued Membership. Conduct, such as failure to evacuate during fire alarm, failure to comply with sanctions, failure to provide an ID, falsification of identification or uncooperative or threatening behavior, may result in conduct action.

Sanction Range: Fine Determined on a Case by Case Basis in Addition to a Reprimand with Probation.

CONVICTED FELONS

Any student convicted of, or pleading guilty or nolo contendere to, a felony will be suspended immediately. It should be understood that no application for readmission will be considered for one full academic semester and that readmission is never automatic. During the suspension, the student is not permitted to enter College property without prior permission of the Dean of Students or designee. Students charged with felonies may be given an Interim Suspension or Suspension in Abeyance pending the outcome of the legal proceedings.

Sanction: Suspension

DISHONESTY AND FALSE IDENTIFICATION

Acts of dishonesty, fraud, and providing false information are all forms of dishonesty and considered violations of the Community Honor Code. Acts of dishonesty

include, but are not limited to:

- Fraud (for example, bouncing bad checks, utilizing another's bank, check or credit card)
- Furnishing false information, including a false name, to Residence Life and Campus Safety staff and to other any College officials, faculty members, or offices
- Possession or use of a false ID
- Providing a legal age wristband to a person who is underage
- Tampering with the election of any College recognized student organization
- Use of College letterhead and other materials without permission in order to give the false impression that he/she is officially representing the College

Sanction Range: Restriction with Probation to Dismissal

DISRUPTIVE BEHAVIOR/VIOLATION OF LAWS

Behavior that disrupts the regular functions of the St. Andrews community, including behavior that breaches the peace or violates the rights of others, is a violation of the Conditions for Continued Membership and most likely will result in sanctions. This may include behavior that violates federal, state or local laws, even if formal charges have not been filed. Any guest of a student, alumni, faculty member, or staff member who is engaging in disorderly or disruptive behavior may be asked to leave the campus immediately and may not be welcome to return.

Sanction Range: Fine determined on a Case by Case Basis in Addition to a Reprimand with Probation up to Dismissal

FIGHTING

Fighting in the form of a physical altercation, physical assault, and organized fighting are contrary to the safety and welfare of the St. Andrews community. Boxing and sparring, pushing and shoving, hitting and choking, and other forms of physical encounters between two or more persons may result in sanctions for the individuals involved, as well as the bystanders who do not call for help from a campus or outside official (see "Bystander Policy").

Sanction Range: Reprimand with Probation to Dismissal

FIRE-SETTING OR TAMPERING WITH FIRE SAFETY EQUIPMENT

The creation of a fire hazard, endangering the safety of persons or property through tampering with fire safety equipment, improper use and/or possession of inflammable or hazardous substances, fire setting, burning furniture, or arson are against College policy. Any violations may result in Suspension or Dismissal.

Sanction Range: Reprimand with Probation to Dismissal

FIREWORKS

North Carolina law prohibits the use of fireworks on a college campus, public or private.

Sanction Range: Warning to Reprimand with Probation.

HARASSMENT

The threatening of, or any verbal abuse directed toward, a member of the College Community will be considered harassment. Harassment includes, but is not limited to, communication of a threat, defamation of character, verbal assaults, indecent language, and derogatory, sexist, or racist remarks or any behavior that puts another member of the College Community in a state of fear or anxiety. For more detailed information on Sexual Harassment refer to Appendix F.

INTRUSIVE CONTACT (STALKING)

Intrusive Contact is defined as repeated attempts by one person to contact or be near another person against his/her wishes. Forms of intrusive contact include, but are not limited to, telephone calls, voice mails, emails, letters, messages on social networking pages, following the person with or without his/her knowledge, observing the person from a distance, entering the person's room without his/her permission or knowledge, defacing and vandalizing the person's property, and nonconsensual touching.

Sanction: Reprimand with Probation to Dismissal

HAZING

Hazing is against North Carolina state law, the St. Andrews Community Honor Code, and College policies. State law defines hazing as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." (NC S.L. 2003-299/H11710). Students who assist or permit students to haze a student are also in violation of State law and College policies and may face conduct complaints.

Sanction: Reprimand with Probation to Dismissal

MISUSE OR VANDALISM OF COLLEGE PROPERTY

The unauthorized possession, use, or vandalism of College property including, but not limited to, the unauthorized use of College vehicles or of College keys is a violation of the Conditions of Continued Membership.

MISUSE OF COMPUTER FACILITIES

The misuse of computer facilities is also a misuse of College property and includes but is not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any

other purpose.

- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and password.
- Use of computing facilities to interfere with the work or another student, a faculty member, or College official.
- Use of computing facilities to send obscene, abusive, harassing or disruptive messages.
- Use of computing facilities to create false IDs.

Sanction Range: Reprimand with Loss of Privilege to Suspension

SEXUAL MISCONDUCT POLICY

Introduction

St. Andrews values the health, safety, and dignity of every individual on campus. According to the Community Honor Code, every member of the St. Andrews community is expected "to be respectful of the property and person of others" Sexual misconduct in any form is a grave violation of the Community Honor Code. Members of the St. Andrews community and their guests are entitled to move freely within the College community without threat of sexual misconduct. Because the College is committed to providing a working and learning environment that is free from all forms of sexual misconduct and sexual harassment, the College commits to providing education to the community to prevent sexual misconduct and to act swiftly to investigate and process reports of sexual misconduct.

Definition of Sexual Misconduct

The term "sexual misconduct" refers to behaviors that may range from unwanted sexual advances to forced sexual intercourse. Acts of sexual misconduct violate the Community Honor Code, College policies, and in some cases are acts that could be prosecuted as a criminal act punishable by law. For the purpose of College policy the types of Sexual Misconduct are categorized as: Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, Sexual Harassment. The REPORTING STUDENT is the student to whom the sexual misconduct allegedly happened and the ACCUSED STUDENT is the student who allegedly committed the sexual misconduct.

Clear communication of consent is necessary for two people to engage in consensual sexual activities. Therefore, it is extremely important for students to understand the conditions for *valid consent* for a sexual activity.

Conditions for Valid Consent

- Consent must be expressed in words or actions that a reasonable person would consider to be a clear agreement for sexual contact.
- Consent must be freely given without coercion by physical or verbal threats, or

other behaviors designed to pressure submission to the sexual activity.

- Consent can be given only if the person can think clearly and is not incapacitated due to the effects of alcohol or other drugs, sleep, mental disability, etc.
- Consent may be withdrawn *at any point* during the sexual activity, even if consent was given earlier or the individuals have engaged in sexual activity in the past.
- Minors under the age of 16 cannot give consent to legal adults according to North Carolina law.
- SILENCE DOES NOT INDICATE CONSENT.

Non-Consensual Sexual Contact—defined as any sexual touching of another with any body part or any object without valid consent. Includes, but is not limited to, sexual behavior that is known to offend the other person.

Non-Consensual Sexual Intercourse—defined as participating in vaginal, oral, and/or anal intercourse without valid consent.

Sexual Exploitation—may include, but is not limited to, setting up the conditions to perform non-consensual sexual misconduct (for example, carrying an incapacitated person to a bedroom not his/her own), taking and sharing sexually explicit photographs, audio, or videotaping without permission, inviting others to observe consensual sex without the knowledge of the partner, watching others when they assume they are in private, posting nude or sexually explicit photographs to on-line community sites without the subject's permission, cyber-sexual intrusive contact, knowingly exposing a partner to HIV infection or another sexually transmitted disease or infection without informing the partner beforehand.

Intoxication and the Accused Student

Intoxication on the part of the accused student will not be considered a defense against complaints of sexual misconduct.

Sexual Harassment

See Appendix F in *The Saltire*.

Procedures for Reporting Sexual Misconduct

- The student should go to a safe place.
- One or more of the following should be contacted: Campus Safety (910) 280-2895, Laurinburg Police (911), the On-Call RD (910) 280-1753, Student Affairs staff (Ext. 5421), any Resident Assistant, Counseling Services (Ext. 5040), or the local Crisis Hotline (910-276-6288).
- If the student had non-consensual vaginal, anal, and/or oral intercourse he/she will need to seek medical treatment. The student should take the following precau-

tions prior to the medical examination:

- a. Do not wash or shower, or rinse inside the mouth
- b. Remain in the clothes worn during the alleged sexual misconduct or bring the items to the examination in a paper bag.

These precautions can help safeguard the student's health and also provide crucial evidence if the student decides to press charges.

The College will provide the Reporting Student:

- A Student Affairs staff member to offer emotional support and resources to help the student as soon as possible after the alleged sexual misconduct, whether or not the alleged victim chooses to pursue a sexual misconduct complaint or criminal charges.
- Referral to confidential counseling on or off campus.
- A Student Affairs staff or faculty member to act as an advocate to "walk through" the College investigation and hearing process if the Reporting Student decides to file a complaint of sexual misconduct against a fellow student.
- A no-contact order from the Dean of Students or designee until the hearing.
- Alternative housing arrangements on campus at either party's request or if the Dean of Students deems it necessary for the welfare of all concerned.
- A prompt investigation and hearing of the sexual misconduct complaints to be coordinated by the Office of Student Affairs within a reasonable time frame given the extent of investigation needed and timing of the report during the semester.
- Review of the Incident Reports and statements given by the Accused Student and witnesses prior to the hearing. These documents must be reviewed in the presence of a Student Affairs staff member.
- Confidentiality except where it is necessary to share limited information during the course of the investigation and hearing. When the hearing is convened, it will be closed to the public and only those necessary to the hearing will be present.

The College will provide the Accused Student:

- A Student Affairs staff or faculty member to act as an advocate and help the Accused Student to "walk through" the conduct investigation and hearing process as he or she prepares to address the accusations of sexual misconduct.
- Referral to confidential counseling on or off campus.
- A no-contact order from the Dean of Students or designee until the hearing.
- Alternative housing arrangements on campus at either party's request and if the Dean of Students deems it necessary for the welfare of all concerned.
- A prompt investigation and hearing of the sexual misconduct complaints to be coordinated by the Office of Student Affairs within a reasonable time frame given the extent of investigation needed and timing of the report during the semester.
- Review of the accusations, including Incident Reports and statements made by the

Reporting Student and witnesses. These documents must be reviewed in the presence of a Student Affairs staff member.

- Confidentiality except where it is necessary to share limited information during the course of the investigation and hearing. When the hearing is convened, it will be closed to the public and only those necessary to the hearing will be present.

False Reports

Students who are found responsible for knowingly providing false information in order to accuse another student of sexual misconduct will face conduct action.

Hearing Procedures

The Dean of Students and an assistant Dean of Students will hear complaints of sexual misconduct.

Sanctions

Because of the sensitivity and unique circumstances that usually surround sexual misconduct incidents, sanctions will vary on a case by case basis.

Sanction Range: Written Warning to Dismissal from the College, depending upon the severity of the sexual misconduct.

STEALING

Stealing is a serious breach of the community standards because it destroys trust. Possession of stolen goods or the unauthorized use of College keys, Campus vehicles and equipment, and use of other individual's motor vehicles, credit cards, calling cards, College letterhead, or identification can be considered stealing.

Sanction Range: Restitution to Dismissal

UNAUTHORIZED REMOVAL OR DESTRUCTION OF MATERIALS FROM CAMPUS RESOURCES

Removing materials from any College Resource without checking them out and/or mutilation of any materials (such as cutting out articles from newspapers, software on computers, etc.) is considered a Community Code Violation. Each violation may be reported to the Community Honor Committee for action.

Sanction Range: Warning to Restitution

UNAUTHORIZED USE, VANDALISM, OR DESTRUCTION OF COLLEGE PROPERTY

Using College property without permission from a College official, vandalizing or defacing of College property, and destroying or damaging College property is a violation of the Community Honor Code and is strictly prohibited.

Sanction Range: Warning to Restitution

WEAPONS

According to North Carolina law “it is a Class I Felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extra-curricular activity sponsored by a school.” In addition, “It is a Class 1 Misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, Bowie Knife, dirk, dagger, slingshot, loaded cane, switchblade knife(sic), blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), fireworks, or any sharp pointed or edged instrument (except instructional supplies, unaltered nail files and clips, and tools used solely for the preparation of food, instruction, and maintenance) on educational property.” (NCGS 14-269.2)

Possession of a firearm or weapon on campus, either in the residence hall or in the vicinity thereof, is a very serious violation of College policy, and may severely jeopardize a student’s ability to continue at St. Andrews and in some cases would be referred to local law enforcement.

For questions regarding the weapons policy, contact Campus Safety, 280-2895.

Sanction Range: Confiscation of Weapon to Dismissal

Student Government

The Student Government Association (SGA) is the official representation of the student body. One of the main purposes of the SGA is to foster communication between the administration and the student body. SGA functions as an administrative body and as a service to all community members. The SGA is able to represent student opinion on college committees, and the president and vice-president are able to attend faculty meetings. Students are encouraged to take advantage of what the SGA offers. Students are represented by Senators who are elected to ensure that their constituents’ concerns regarding college affairs are dealt with as effectively as possible.

In addition, all SGA officers welcome input from students who wish to share their views. SGA is the administration’s primary source of student opinion. The administration and faculty value student opinion and involvement, and urge students to take advantage of their power, constructively, by becoming active members of the SGA.

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

Effective January 1, 2009

Preamble

We the students of St. Andrews Presbyterian College, in order to form a legitimate system of self-governance, provide a forum for community concerns, and encourage academic growth complemented by varied student activities, do ordain and establish this Constitution.

ARTICLE I. Name

This organization is to be known as the St. Andrews Student Government Association, hereinafter referred to as the SGA.

ARTICLE II. Membership

Every student at St. Andrews Presbyterian College is a member of the SGA.

ARTICLE III. Officers of the SGA

Section 1

The following officers of the SGA shall be elected by the members of the SGA: the President and Vice President of the SGA, the President of the Student Activities Union, the Treasurer, and the President of the Christian Student Union. Also, all non-freshman members of the Senate shall be elected by the members of the SGA. Residence Hall Presidents and Vice Presidents shall be elected by the members of each Residence Hall. The Senate may designate other officers of the SGA as elected officers.

Section 2

Elected Executive Officers shall be elected by simple majority. If no candidate receives a simple majority a run-off election shall be held. In all other elections the candidate with the highest number of votes will be declared the winner.

Section 3

All elected members of the SGA as well as all other students with leadership positions in the SGA must be full time students and must have, at the time they assume office, two consecutive semesters as a student at St. Andrews and a 2.5 cumulative grade point average (CGPA) and not be on social or academic probation, and must maintain such CGPA throughout their term. If the CGPA of a member or officer falls below 2.5, or the person is on academic probation, then it is the responsibility of the member or officer to report the fact to the Dean of Students and to tender, in conjunction with such report, the member's or officer's resignation. Failure to report a CGPA below 2.5 is considered a Community Honor Code violation, which may subject the member or officer to disciplinary action as outlined herein. The Faculty Executive Committee may grant exemptions to these eligibility requirements.

Section 4

The terms of office of the officers of the SGA shall be one year in length and shall commence and end on the third Tuesday in April of each year.

Section 5—Board of Elections

A. Authority for administering all voting procedures in the SGA shall be vested in a Board of Elections.

- B. The Board of Elections shall consist of 5 members of the SGA at large, one of whom shall be designated the chair, and shall be nominated by the President of the SGA and approved by the Student Senate. The Board of Elections shall choose a faculty advisor.
- C. The Senate with the concurrence of the Cabinet shall establish the bylaws concerning the functioning of the Board of Elections and procedures for elections. No changes in these by-laws shall take effect until after an election has occurred.

Section 6—Impeachment

Any elected or appointed officer of the SGA may be removed from office for neglect of duty, misconduct or malfeasance of office, and/or any constitutional violations by a two-thirds majority vote of the Senate.

ARTICLE IV. Legislative Department

Section 1—The Student Senate

The legislative power of the SGA shall be vested in the Student Senate.

Section 2—Membership

The Student Senate shall consist of the Vice-President of the SGA, as well as 5 students from each class (freshmen, sophomores, juniors, seniors). Freshmen who want to become Senators must be nominated by a faculty member, or nominate themselves, within the first 30 days of the Academic year. Freshman Senators shall be elected through a majority of the standing Senate, with the President of the SGA acting as a tiebreaker. The Student Senate shall elect a faculty advisor.

Section 3—Officers

The officers of the Student Senate shall be the President, President Pro Tempore, and Secretary.

- A. The Vice President of the SGA shall be the President of the Student Senate and shall be elected in a general election as prescribed in the Elections Bylaws of this Constitution. The President shall call for and preside over meetings of the Senate, oversee the administrative operations of the Senate, form agendas for all Senate meetings, appoint all committees and their chairs, and act as an ex-officio member on all Senate Committees. The President shall only vote in the event of a tie. The President shall perform such additional duties as the Senate may assign. The President of the Senate shall serve as the Senate representative to the Cabinet.
- B. The President Pro Tempore of the Senate shall be elected by the Senate at its first meeting. The President Pro Tempore shall serve in the absence of the President and shall assume the office of the Vice-President of the SGA should the office be vacated.
- C. The Secretary of the Senate shall be elected by the Senate from outside its mem-

bership upon the recommendation of the President of the Senate. The Secretary shall attend to all official correspondence of the Senate and maintain its files and archives.

Section 4—Powers and Responsibilities

The Student Senate shall have authority and responsibility as follows:

- A. The Senate shall consider all questions of student welfare and general student interest, taking action as appropriate.
- B. The Senate shall establish rules governing student life consistent with College policies and the provisions of this Constitution.
- C. The Senate shall allocate SGA funds to chartered student organizations and review monthly audits of SGA accounts by the Treasurer.
- D. The Senate shall establish those committees necessary for the operation of the business of the Senate. The Senate shall approve appointments to committees made by the President of the Senate by simple majority vote.
- E. The Senate shall establish a Budget Committee consisting of five appointed Senators and shall be chaired by the SGA Treasurer. After receiving the Treasurer's budget proposal, this committee shall review the budget requests of officially chartered organizations. The Budget Committee shall then refer their revised proposal to the entire Senate for approval. Upon Senate ratification by majority vote, the President of the Senate shall present this budget to the President of the SGA for approval or veto. This committee shall meet regularly and make reports to the Senate concerning the financial status of the SGA.
- F. The Senate may require reports from any officer of the SGA and any chartered or subsidiary organization.
- G. The Senate shall try any officer of the SGA charged with and found responsible of malfeasance or nonfeasance in office, with the concurrence of two-thirds of the Senators present and voting.
- H. The Senate shall normally meet weekly, with times and locations to be determined by the Senate. All Senate meetings shall be open to all members of the College Community unless the meeting is closed by a two-thirds vote of the Senate. Additional requirements for a closed meeting may be found in the Bylaws of the Student Senate.
- I. A quorum shall consist of ten Senators. Official business of the Senate should not be conducted without a quorum.
- J. Nothing in this Constitution or its Bylaws shall be construed to deny the right of any student to initiate legislation by petition. The Senate may prescribe the procedure for the initiation of legislation.
- K. The Senate shall not enact any legislation abridging the authority of the Trustees, Administration, or Faculty of the College.

ARTICLE V. Executive Department

Section 1—The President

The executive power shall be vested in the President of the SGA, who shall be elected according to procedures outlined in this Constitution. A student must be a rising academic junior or senior to occupy the office. If a vacancy occurs within the office of the President by graduation, resignation, or removal, the Vice-President shall succeed to the office of President.

Section 2—Powers and Responsibilities of the President

- A. The President shall preside over the Cabinet and shall be responsible for the overall direction and organization of the SGA.
- B. The President from time to time shall give to the Student Senate information pertaining to the state of the SGA, and shall recommend for its consideration such measures judged necessary and expedient.
- C. The President, as the official representative of the SGA, shall respond to actions taken or proposals made in areas of general student concern.
- D. The President shall uphold all provisions of this Constitution, the Bylaws and the Laws of the SGA, and shall oversee their faithful execution.
- E. The President may call special meetings of the Student Senate.
- F. The President may require a formal written interpretation from the Community Honor Representative of any provision of the Constitution, its Bylaws, or of any charter, or administrative action. The President shall make appointments under this Constitution with the concurrence of the Cabinet and the approval of the Senate.
- G. The President shall, with the concurrence of the Cabinet, recommend to the Faculty Executive Committee student members for appointment to faculty committees.
- H. The President may appoint, with Cabinet approval, staff assistants or aides not provided for in this Constitution who shall serve at the behest of the President.

Section 3—Cabinet: Membership, Duties, Powers, Terms of Office, Eligibility

- A. The Cabinet shall be composed of the President, Vice-President, Treasurer, President of the Student Activities Union, President of the Christian Student Union, the Community Honor Representative, and the President of Green. These officers shall appoint a Secretary. The Cabinet shall choose an advisor.
- B. The Community Honor Representative shall be appointed by the Elected Executive Officers, with the approval of the Office of Student Affairs. The candidate for the Community Honor Representative must be an upperclassman, in excellent standing with the Office of Student Affairs, and must reside on campus.
- C. The President of Green, the Student Environmentalist Union, shall be appointed by the Elected Executive Officers in consultation with the previous year's

Green cabinet and faculty advisor.

- D. Members of the Cabinet may not hold the office of president with any other club.
- E. The Cabinet shall aid in the coordination of student programs. It shall make recommendations to, ask opinions of, and hear all College related bodies, and implement student legislation.
- F. The Cabinet has the ability to monitor all operating codes, financial activities, Bylaws, and memberships of all student organizations.
- G. The Cabinet shall appoint other individuals to executive committees required for the performance of Constitutional duties.

Section 4—Cabinet Officers: Duties and Responsibilities

- A. Treasurer—The Treasurer has jurisdiction over all financial affairs of the SGA. The Treasurer shall advise the Cabinet on the financial status of the SGA and all chartered organizations. Working in consultation with Senate Budget Committee, the Treasurer shall submit a budget for Senate consideration two weeks after the beginning of the fall term. The Treasurer shall conduct a monthly audit of each student organization and may freeze unencumbered SGA funds with Cabinet approval. The Treasurer shall chair and call meetings of the Leadership Council.
- B. Community Honor Representative—While in office the Community Honor Representative must maintain good standing with the Office of Student Affairs. The Community Honor Representative will also be held at higher standards of behavior than those of his or her fellow peers. The powers and responsibilities of the Community Honor Representative are as follows:
 - 1. To act as an ambassador between the Community Honor Committee and the cabinet.
 - 2. To recruit and assign members of the student body who are willing to serve on the Community Honor Committee. Students assigned in this way must be in good standing with the Office of Student Affairs.
 - 3. To assign, with the approval of the SGA Cabinet, a Vice-Community Honor Representative.
 - 4. To coordinate and preside over the Community Honor Committees in cooperation with the Office of Student Affairs as outlined in the Student Conduct System section of *The Saltire*.
 - 5. To attend special meetings at the request of the Office of Student Affairs.
 - 6. To provide a formal written interpretation of any provision of the Constitution, its Bylaws, or of any charter, or administrative action upon request. The final interpretation of all Constitutional questions shall rest with the Honor Representative.
- C. Secretary—The Secretary is responsible for keeping and distributing the minutes

of Cabinet meetings. The Secretary shall act as an ambassador between the student body and the Cabinet, communicating the activities of the SGA Cabinet with the broader St. Andrews community through various media.

Section 5—*The Saltire* Review Committee

- A. The President, in consultation with the Dean of Students and with the concurrence of the Cabinet, shall appoint *The Saltire* Review Committee and designate one of its members as the chair.
- B. *The Saltire* Review Committee shall review *The Saltire* and receive any recommendations relative to any of its provisions.
- C. *The Saltire* Review Committee may, with the approval of the Senate, make recommendations to the faculty Student Affairs Committee for changes in *The Saltire*. The Student Affairs Committee recommends the following guidelines to review *The Saltire*. Discussion and formulation of recommendations should consider the following principles:
 - Patience and concern for others.
 - Respect for students.
 - Respect for faculty, staff, students and others who work on our campus.
 - Respect the person or group charged with decision-making responsibility.
 - Respect for College property.
 - Respect for individual freedom and responsibility.
 - Fairness of regulations and enforcement.
 - Recognition of the College's responsibility to maintain the buildings and campus for present and future students.
 - Treating all participants in the deliberation process with understanding and respect.
 - Consultation with representatives of those who will be affected.
 - Moral and legal reasons to comply with the fire code.
 - Safety of all parties.
 - Regulations, when not enforced, invite frustration, confusion, and mistrust.
 - Consideration of how actions reflect upon the College, or upon others in the college community.
 - Consideration of the points where individual freedom encroaches upon the freedom of others or upon the quality of our community.
 - Consideration of costs involved and who bears them.
 - Pride in high standards of quality.
 - Holding authority, responsibility, and accountability together.
 - Balancing rights and responsibilities.

Section 6—*The Leadership Council*

The Leadership Council, chaired by the Treasurer, shall be composed of the

Presidents (or delegates) of all campus organizations receiving SGA funding. The Office of Student Affairs shall recommend an advisor.

ARTICLE VI. Residence Hall Organization

Section 1—Residence Hall Officers

- A. Each residence hall shall elect from within the residence hall membership a President, Vice-President, Treasurer and Social Chairperson in accordance with procedures outlined in the Elections Bylaws of this Constitution. These officers must be full-time residents of the residence hall.
- B. If a vacancy occurs within the office of the President by graduation, resignation, or removal, the Vice-President shall succeed to the office of the President. If the office of the Vice-President becomes vacant by succession, graduation, resignation or removal, the office shall be filled by a duly constituted residence hall election. If both offices are vacated simultaneously, the offices shall be filled by a residence hall election.
- C. A residence hall President and Vice-President may be impeached by a two-thirds vote of his/her constituents.

Section 2—Residence Hall Councils: Memberships and Powers

- A. A Residence Hall Council shall meet regularly and shall be responsible for the general welfare of the students in a particular residence hall.
- B. The membership of each Residence Hall Council shall consist of the President, Vice-President, Treasurer, Social Chairperson, and Suite Leaders of the respective residence halls. The RD for the hall will serve in an advisory capacity to the Council, but shall not have voting privileges. Any member of the Council may call Residence Hall Council meetings.
- C. The Residence Hall Council shall have the power to make policies pertaining to the residence hall, not in conflict with college policies, and to oversee social plans of the residence hall.

ARTICLE VII. Student Activities Union

Section 1—Membership

The Student Activities Union (SAU) consists of the elected President of SAU, an assigned Vice-President, the Director of Student Activities, who acts as the advisor to SAU, and any other students interested in planning and being involved with campus activities.

Section 2—President

The President of SAU shall be responsible for the overall organization of campus-wide social activities and shall preside over all meetings of the Union. The President shall also advise the GANZA committee and attend those meetings.

Section 3—Duties

The SAU shall coordinate all campus-wide social activities in cooperation with the Office of Student Affairs and assist residence halls and other student organizations with programming. Members of SAU are also strongly encouraged to take part in the GANZA planning committee.

ARTICLE VIII. Christian Student Union

Section 1—Mission Statement

The Christian Student Union of St. Andrews Presbyterian College is a group of young leaders who are committed to care-giving and service. “For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.” Mark 10:45 (NIV)

We conduct ourselves in a peaceful and tolerant manner within our community. “If someone says, “I love God,” but hates a Christian brother or sister, that person is a liar; for if we don’t love people we can see, how can we love God, whom we cannot see? And he has given us this command: Those who love God must also love their Christian brothers and sisters.” 1 John 4: 20 (NLT)

The CSU promotes an environment free to praise God in spirit and in truth and universal fellowship with sincerity. With this in mind, the CSU wishes to exemplify the character traits Jesus Christ sanctioned in Matthew 5: 1-12. With the ultimate intentions to gain access into The Kingdom of God we exemplify:

- We seek to become poor in spirit realizing that we have nothing to offer God.
- We cry out for repentance.
- We seek to use gentleness.
- We hunger and thirst for righteousness in that we live accordingly to God’s standards.
- We seek to use mercifulness.
- We seek to become pure of heart.
- We seek to become peacemakers.
- We seek to become persecuted for the sake of righteousness.

Our ultimate goal is to live a life of godliness with the liberal arts education we receive at St. Andrews Presbyterian College and our Christian commitment we will be able to sufficiently care-give and service those in need. “Have nothing to do with godless myths and old wives’ tales; rather, train yourself to be godly. For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come.” 1 Timothy 4:7-8 (NIV)

Section 2—Membership

The Leadership Council of the Christian Student Union (CSU) consists of a President, Vice-President, Secretary, Treasurer and Social Chair. The Leadership Council shall choose an advisor.

Section 3—The President

The President of the CSU shall be responsible for the overall organization of the activities sponsored by the Union. Additional duties of the President are listed in the Bylaws of the Union.

Section 4—Duties

The CSU shall coordinate programs to further spiritual growth in the college community, sponsor the activities of the various standing committees, provide the means by which college and community communications and understanding may be promoted, and make appropriations for such programs.

ARTICLE IX. Green, The Student Environmentalist Union

Section 1—Membership

Green, the Student Environmentalist Union, consists of the appointed President of Green, a Vice-President, Treasurer, Secretary, and any student interested in promoting environmental awareness. The office holding members of Green shall choose a faculty advisor.

Section 2—The President

The President of Green shall be a community leader, dedicated to the objectives of Green, and shall be responsible for the overall organization of campus-wide environmental awareness. The President shall preside over all meetings of Green.

Section 3—Duties

The objective of Green shall be to promote environmental awareness and to improve the relationship that we as a people share with our Earth. Green shall achieve this objective by taking educational field trips, volunteer services, promotion of campus-wide recycling, and providing information about environmental issues to the St. Andrews College community.

ARTICLE X. Amendments

Section 1

The Senate may propose an amendment to the SGA Constitution by a two-thirds vote of its membership. The proposed amendment shall be posted in the Belk Center for two weeks, at the end of which time it is presented to all SGA members for a vote. A two-thirds vote of the SGA members voting is necessary for adoption. If adopted, it is subject to the approval of the Faculty and becomes effective with the signature of the President of the College and the approval of the Board of Trustees.

Section 2

The members of the SGA may initiate an amendment by presenting a petition to

the President of the SGA signed by at least one-third of the members of the SGA as verified by the Registrar of the College. The President of the SGA shall post the proposed amendment in the Belk Center for two weeks, at the end of which time it shall be presented to the SGA for a vote. A two-thirds vote of the SGA members voting is necessary for adoption. If adopted, it is subject to approval of the Faculty and becomes effective with the signature of the President of the College and the approval of the Board of Trustees.

ARTICLE XI. Ratification

Section 1

This Constitution shall become effective upon ratification by a majority of the students voting, the Student Affairs Committee of the Faculty, and with the signature of the President of the College and the approval of the Board of Trustees.

Section 2

After ratification, this Constitution will go into effect on January 1, 2009 and the present Constitution of the SGA of St. Andrews Presbyterian College shall be null and void.

Election Board Bylaws and Procedures

A. The Board of Elections shall announce elections for the offices through public notices.

B. Five business days after the announcement of elections, nomination forms will be made available in the place or places designated by the Board of Elections. Nominations can be made by one's self or by a group of three people. The nomination forms, which shall be available for five business days, shall require the name, address, box number, and office sought by each candidate. The following eligibility requirement shall be listed on each nomination form:

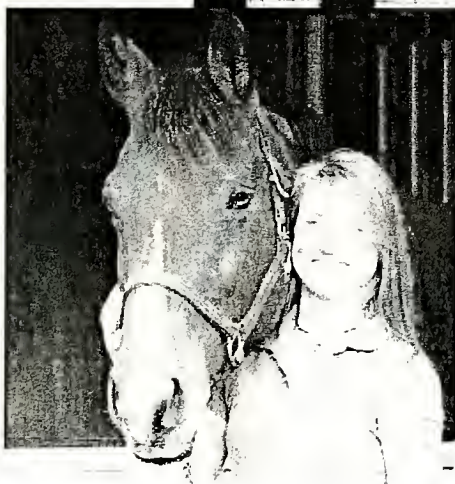
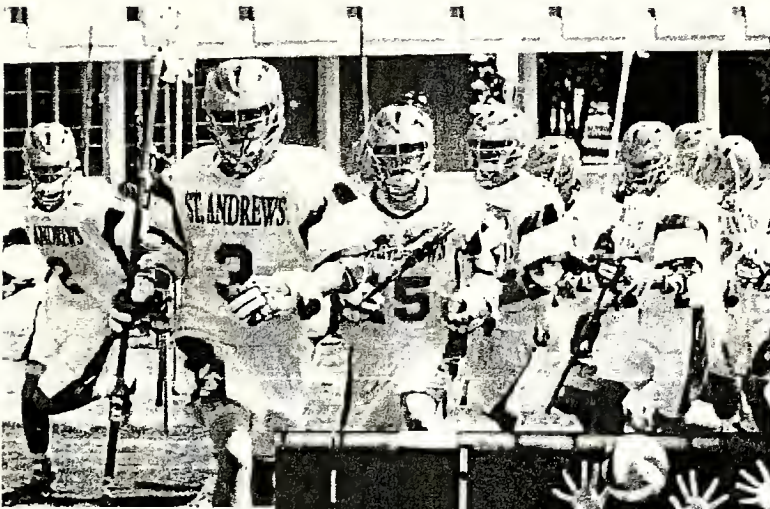
"To be eligible to run for an office, with the exception of Suite Leader, a candidate must be a full-time student and must have and maintain a 2.5 GPA and not be on social or academic probation."

In the case where permission for an exception must be granted by the Faculty Executive Committee, the candidate is responsible for obtaining the exception through the Office of the Dean of the College and shall attach to the filing form a statement signed by the Dean of the College or an appointed representative stating that such an exception has been granted to the candidate.

C. The Chairperson of the Board of Elections or his/her representative shall collect daily any nomination forms that have been filed and take them to the Office of the Registrar who will determine which candidates meet the eligibility requirements. As soon as the Registrar's Office has made this verification, the Chairperson or her/his representative can pick up the forms and post in the place or places designated by the Board of Elections.

- D. Elections shall be held on the fifth business day following the close of nominations. In the event that this day conflicts with a College recess, the election shall be held within the next three class days. Voting shall be conducted by secret ballot, with candidates listed in alphabetical order under the office they seek. The Board of Elections shall conduct the election from 8 a.m. to 8 p.m. in the place or places designated by the Board of Elections. In the event it is necessary, the Chairperson of the Elections Board shall appoint, with the President of the SGA's approval, non-candidates to help cover the polls. These people will not count votes and will not act in any other manner as a member of the Board of Elections.
- E. People presenting evidence that they will be absent from campus or unable to vote shall be granted an absentee ballot by the Board of Elections. Absentee requests will be accepted from the close of nominations to 5 p.m. on the day before the election. All absentee ballots shall be taken to the Faculty advisor of the Board of Elections or another designated Faculty member, who shall keep the absentee ballots until the close of polls on election day, at which time they will be delivered to the place where all ballots are counted.
- F. Upon closing of the polls, all remaining ballots shall be destroyed and the ballot boxes transported to a previously designated site, where the Board of Elections shall proceed to count the ballots. Should less than a majority of the members of the Board be present, the advisor to the Board or another designated Faculty member shall impound all ballots until such time as a majority can be assembled. In the event that the advisor to the Board of Elections cannot be present during the vote counting, another designated Faculty member must be present. No other persons shall be admitted. Only members of the Board shall actually count the ballots.
- G. Results of the voting shall be posted as soon as they are completed for all offices in the place or places designated by the Board of Elections. All ballots shall be collected by the advisor to the Board of Elections and held for one month or until all challenges to election results have been completed, after which they shall be destroyed.
- H. Appeals of Elections Board results must be made by 6 p.m., two business days after the closing of the polls. The appeal shall be made to the Community Honor Council, which shall hear and decide the case within one week of the filing of an appeal. The right to request a recount is automatic for all candidates and must be honored.
- I. Winners of Cabinet Officer and Senator elections will be declared by a simple majority. If a simple majority does not exist, one run-off will be held within 5 business days after the general election. The persons who receive the two highest numbers of votes will be considered the candidates in the run-off election. If the run-off election results in a tie, the incumbent Cabinet shall vote to determine the winner.

J. Winners of all other elections shall be those candidates who receive the most votes in each race. In elections for seats on boards or committees, winner shall be determined by taking the candidates in descending order of votes until all seats have been filled. In the event that there is a tie between candidates in a race, there shall be one run-off election to be held five business days after the general election. The ballot shall list only the names of those candidates who tied for the high vote. The winner shall be the person who receives the highest number of votes. If the run-off election results in another tie, the incumbent Cabinet shall vote to determine the winner.



Appendix

Appendix A

Family Educational Rights and Privacy Act of 1974 (FERPA)

STUDENT RIGHTS

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, affords students certain rights with respect to their education records. These rights include:

- 1. The right to inspect and review the student's education record within 45 days of the day the College receives a request for access.**

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- 2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why the student believes it should be changed.

If the College decides not to amend the record as requested by the student, the College will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

An exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research,

or support staff position (including health staff); a person, company, or agency with whom the College has contracted to provide services that the College would otherwise have to provide (such as an attorney, auditor, collection agent, counseling agency, or other service providers; a person serving on the St. Andrews Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.)

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The College will provide grades and access to student education record to parents or guardians who certify that the students are financially dependent, as defined in Section 152 of the 1986 Internal Revenue Code.

Directory Information

The College without consent of the student may disclose directory information to third parties unless the student has restricted the release of this information. FERPA defines directory information as “information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed.” At St. Andrews directory information may be used for publicity about academic awards, team online bios, equestrian competition results, choir and bagpipe and concert tour information, etc. Directory information also is used to create the campus student directory.

The College designates the following categories of student records information as directory information: student’s name, most recent educational institution attended, home/permanent address, status (full or part-time registration), local/residence hall address, degree received, primary student contact telephone number (the local/residence hall telephone number or personal cell number provided by student on the Residency/Commuter Contract), honors and awards received, official College e-mail address, participation in officially recognized activities, class standing/classification, dates of attendance, academic program (degree, major, minor), weight and height of athletic team members, date and place of birth, photograph.

Directory Information does not include personal information such as a student’s social security number, ethnicity, race, financial records, etc., which may not be released to a third party without the student’s permission or as authorized by law. A student may restrict all or certain parts of the directory information that may be released by indicating that desire on a form provided through the Office of Student Affairs in Belk Center. The student needs to be aware that by withholding all or parts of the directory information, he/she might miss school mailings and announcements, be excluded from the student directory, prevent third parties from verifying his/her enrollment or degree status, etc. If a student does not submit the form indicating his/her preference, it will be assumed that the student is aware the College may release

the directory information to third parties and that the student does not want to restrict the release of the directory information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Andrews Presbyterian College to comply with the requirements of FERPA.

The address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Appendix B

Statement of Student Rights and Privileges JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS

The Joint Statement on Rights and Freedoms of Students was developed in 1967 by a committee of representatives from five higher education organizations that met to address the rights and freedoms of college and university students. In the 1990s, revisions were made to remove gender-specific references and to add interpretative notes to the text that mirrored changes in law and higher education since the creation of the document in 1967. The Joint Statement on Rights and Freedoms of Students provides colleges and universities with guiding principles in the following areas:

- Freedom of Access to Higher Education
- In the Classroom
- Student Records
- Student Affairs
- Off-Campus Freedom of Students
- Procedural Standards in Disciplinary Proceedings

The complete Joint Statement on Rights and Freedoms of Students can be found on the American Association of University Professors website at

<http://www.aaup.org/AAUP/pubsres/policydocs/contents/stud-rights.htm>

Note: St. Andrews Presbyterian College respects and values the sentiments, ideals and recommendations expressed in the Joint Statement on Rights and Freedoms of Students. And the College acknowledges that it draws inspiration and guidance from them as it considers and adopts its own policies and practices. In any instance in which there is, or may appear to be, an inconsistency between the Joint Statement on Rights and Freedoms of Students and College policy or practice, it is in every instance the policy and practice of the College that take precedence.

Appendix C

Student Athlete Rights

Approved by the Faculty Executive Committee in the name of the Faculty, July 10, 2002.

All students at St. Andrews have the right to live, study and participate in extracurricular activities in a safe environment in accord with the purposes of the College without fear, without humiliation and without destruction or diminution of self-esteem, integrity and personal character. In accord with the NCAA and in addition to the student rights and responsibilities delineated above, the rights and responsibilities of student athletes are amplified in the following ways:

- In accord with NCAA rules, the Student Athlete has the right to live in a residence hall of his/her choice, with the roommate of his/her choice.
- The Student Athlete has the right to take courses, including possible international travel, that best suit his/her course of study.
- In accord with College policy, the Student Athlete can expect that absences from classes that result from participation in official College events will be considered "excused."
- The Student Athlete has the right to expect quality medical attention, coaching and mentoring.
- The Student Athlete has the right to expect equipment, facilities and officiating that provide for safe and adequate practice and competition conditions.
- In accord with NCAA rules, the Student Athlete has the right to expect that participation on an athletic team will not make demands on his/her time beyond what can be justified as reasonable requirements for the team's success.
- The Student Athlete has the right to be heard for concerns about his/her respective programs either directly with Athletic Administration or through the Student Athlete Advisory Committee.
- The Student Athlete has the responsibility to maintain and develop his/her athletic ability to its maximum level through conscientious practice, preparation and training.
- The Student Athlete has the responsibility to maintain good citizenship and academic standing with the College and the team.
- The Student Athlete has the responsibility to follow team rules and regulations, and make a commitment of time, talent and dedication to team goals.

Appendix D

Grievance Procedure for Students with Disabilities

Revised July 2008

Students with disabilities are responsible for registering with the Office of Disability Services in Pate Hall. The Office of Disability Services works with faculty, staff and students who have disabilities to provide reasonable and appropriate accommodations.

Grievance Procedure—Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) was enacted to protect individuals with disabilities against discrimination in employment, housing, public accommodations, education, transportation, communication, health services, and access to public services.

The purpose of the act is to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities, to bring persons with disabilities into the economic and social mainstream, and to provide enforceable standards addressing discrimination against individuals with disabilities.

Differences may arise between St. Andrews and individuals with disabilities as a result of misunderstandings. The Director of Disability Services and the Vice President for Administration will attempt to resolve such disputes effectively through informal negotiation or mediation procedures.

The Vice President for Administration is responsible for coordinating St. Andrews' efforts to comply with ADA and Section 504 of the Rehabilitation Act of 1973.

Procedure for Filing a Discrimination Complaint Based on Disability

ADA requires St. Andrews, as well as all other colleges that receive federal aid, to publish grievance procedures. An individual who believes she or he has been discriminated against on the basis of disability can file a complaint with the Director of Disability Services and/or The Office of the Vice President for Administration at St. Andrews.

To file a complaint alleging discrimination, notify both the Director of Disability Services and the Vice President for Administration in writing, and provide the following information:

- the issue involved in the alleged discriminatory act;
- the complaining party's alleged disability;
- the date of the alleged discriminatory act(s);
- details of what allegedly occurred; and
- identification of witnesses who have knowledge of the alleged discrimination.

After receiving a complaint, the Vice President for Administration will convene a committee that includes three members of the Disability Committee and up to three other people who may have connections to and/or information in regards to the complaint.

If the committee determines that law and/or St. Andrews' policy was violated, a remedy to the problem will be offered. If it is determined that there was no violation, the complainant will be informed, and other options for possible resolution of the complaint will be explained.

Further information about the rights of students with disabilities may be obtained through: Office of Civil Rights U.S. Department of Education 1100 Pennsylvania Avenue, N.W. Room 316 P.O. Box 14620 Washington, DC 20044-4020
(202) 208-2545 E-mail: OCR_DC@ed.gov

Appendix E

Vehicle Regulations for Motor Vehicles and Bicycles

The following regulations set forth are designed to control the flow of traffic, protect pedestrians, permit access of emergency vehicles and provide parking spaces fairly and as conveniently as possible for students, faculty, staff, and campus visitors.

The rules, regulations and procedures set forth applies to all property owned or leased by St. Andrews Presbyterian College. All SAPC employees, students, and visitors to the campus are subject to the provisions set forth. Administrative or legal action, as appropriate, will be taken in cases of violations occurring on owned or leased SAPC property. Refer all questions or concerns about College vehicle/ traffic/parking policies to the Director of Campus Safety and Security at (910) 280-2895.

Motor Vehicles

Note: Wheelchairs and golf carts operated by authorized personnel are not subject to the following regulations.

Regular Registration

All vehicles on campus must be registered with a parking decal through the Department of Campus Safety and Security. The parking fee for students is included in the comprehensive fee. Vehicles must appropriately bear the proper decal. Students may register only vehicles that are registered in their names or their parents' names. Proof of ownership must be shown. Vehicles must be registered within one week after the official class registration date. Any motor vehicle on campus after this time not displaying a registration decal will be subject to a fine or towing. If a decal is lost or if a student wishes to register another vehicle, a second decal may be obtained for a fee. Registration decals are NOT transferable from one vehicle to another or from one student to another.

Display of Decal

The decal must be displayed in the rear window, on the driver's side. Only decals displayed in this location will be considered valid. A vehicle is not considered registered until a decal is appropriately displayed.

Temporary Registration

If a student has reason to have a vehicle on campus on a temporary basis, a temporary permit (limited to 14 days) may be obtained from the Department of Campus Safety and Security. Additionally, temporary registration is required for guests' vehicles. See vehicle regulations for further information.

Parking Registrations and Permits

This section describes the requirements and procedures for obtaining a parking permit for the SAPC campus. Students who desire to operate a self-propelled two- or four-wheel vehicle on campus, excluding mopeds (they are not permitted on campus), are required to register their vehicle. Parking decals must be purchased from The Department of Campus Safety and Security located in Burris Hall. A vehicle is not considered registered until a decal is displayed in accordance with the display guide located in the Campus Safety and Security Office. Prior to filing out a Vehicle Registration Form with the Department of Campus Safety and Security the following items must be presented:

- A valid state vehicle registration certificate in the name of the student or their parent's name.
- A valid state Driver's/Operators License.
- Proof of current vehicle insurance
- A validated SAPC ID card or proof of College registration must be presented at the time of registration.

Note: SAPC does not issue permanent handicapped decals or permits; however, we do recognize all state handicapped plates or placards. The St. Andrews Office of Campus Safety and Security does issue temporary handicapped permits, to be used on this campus only, to any student, staff or faculty who has a temporary infirmity that warrants the use of handicapped parking privileges for a limited time. To utilize handicapped spaces, you must meet state requirements. Vehicles parked illegally in handicapped spaces will be subject to one or more of the following:

- *Issued a N.C. Uniform Citation*
- *Issued a Campus Parking Citation (\$100.00 fine)*
- *Vehicle immobilized (booted), or*
- *Vehicle towed*

Citations

The St. Andrews Department of Campus Safety and Security offers every student an opportunity to become familiar with all regulations before issuing any citation. There are times when verbal and written warnings are issued prior to citations. There are various types of citations you may receive on campus. They are as follows:

St. Andrews College Citations

Campus Safety and Security Officers may issue St. Andrews College Citations for any violation of Campus Safety and Security and infractions committed on campus. These citations are issued for all offenses that occur on campus dealing with Traffic/Parking regulations. This is a civil penalty only, issued by the Department of Campus Safety and Security and is not reported to any agency other than the College.

Traffic Rules and Regulations

The Traffic Rules and Regulations are in effect at all times including Saturdays, Sundays, and Holidays unless other wise specified. They are applicable to all persons operating vehicles on St. Andrews College property:

- The student in whose name a vehicle is registered is responsible for any citation given while the vehicle is parked. In the event of a moving violation, the person operating the vehicle is responsible. If the operator of that vehicle is not a St. Andrews student, the student in whose name the vehicle is registered is responsible for any SAPC citations received.
- The speed limit on Magnolia and St. Andrews College Drive is 25 mph. The speed limit on Dogwood Mile is 35 mph. The speed limit on all secondary roads and parking lots on St. Andrews Presbyterian Campus is 10 mph in order to accommodate pedestrians, wheelchairs, and waterfowl, which will be given the right-of-way at all times.
- All vehicles must be parked so that the parking decal is clearly visible from the street or parking lot.
- Backing into a space is strictly prohibited and a citation will be issued for this violation.
- Motorcycles may only be parked under the west overhang of Concord Hall or the north overhang of Winston-Salem Hall. When parking motorcycles at these locations, the motorcycles must be pushed, not ridden, to and from the residence halls.

Traffic Vehicle Violations

Violations of the following parking and moving vehicle regulations will result in a fine and/or suspension of campus vehicle privileges:

- Unauthorized parking in a reserved/designated space (\$25.00).
- Parking at any yellow curb (Fire Lane) (\$25.00).
- Blocking wheelchair ramps (\$100.00).
- Driving vehicles to residence halls is prohibited, as is driving/parking on grass or ramps (\$100.00). (Exceptions may be made during housing check in/out.)
- Exceeding a safe speed, careless and reckless driving on campus (\$100.00).
- Operating a vehicle on the Causewalk (The Causewalk is for wheelchairs, pedestrians, and golf carts operated by authorized personnel.) (\$100.00).

- The service road leading from Dogwood Mile to the cafeteria is for deliveries and employee parking only unless otherwise specified (\$50.00) or towing.
- The Belk Center Traffic Circle is closed for parking to all vehicles except:
 1. EMS vehicles
 2. St. Andrews maintenance vehicles
 3. Handicap parking spaces located adjacent to Albemarle Residence Hall are for visitors/guests with disabilities only. Vehicles can be parked there during the hours 8:00AM until 6:00PM.
 4. Vehicles using the two designated ten minute parking spaces.
 5. Other times as designated and deemed appropriate by the College through e-mail and posted signs, such as move-in and move-out days.
 6. No student vehicles are allowed in this area except as designated above. The Belk Center Traffic Circle is a tow-away zone unless otherwise specified.

Note: Parking is not allowed on or adjacent to the driveway to the Liberal Arts Building over-hang. This area is used for handicap vehicle drop off and pick up, or emergency services.

Note: With the exception of driving to a residence hall/parking on grass/Handicap violations (\$100.00 fine), after the third violation the campus vehicle privileges are subject to being withdrawn or the vehicle being booted.

Guest Parking Permits

Any student with a guest on campus who has a car must obtain a guest's parking permit from the Office of Campus Safety and Security in Burris Hall. Visitor permits are good only for the date(s) stamped on them. Temporary permits for groups on campus will be coordinated with the Director of Administrative Services and the Director of Campus Safety and Security.

Overnight Parking

Overnight parking is only permitted in residential parking lots. No overnight parking is permitted in streets. This includes the street adjacent to the PE Center.

Immobilization (Booting)

Vehicle immobilization (booting) is a procedure used to prevent a vehicle from being moved from a parked (fixed) location.

A list of vehicle tags and/or decals with outstanding Parking Citations is generated on an ongoing basis. A vehicle identified with four (4) unpaid citations or the dollar amount of \$100.00 in unpaid citations will be immobilized. An immobilized vehicle will not have the device removed until all outstanding fines and assessments have been paid.

Vehicles immobilized Monday through Friday with fines/assessments not being cleared prior to 5:00 p.m. will not be released until the next business day, following payment at the Business Office. Vehicles immobilized retrieved after 5:00 p.m. on

Fridays, or on Saturdays and Sundays will not be released until payment is made in accordance with departmental procedures established by the Director of Campus Safety and Security. The Department of Campus Safety and Security will only accept personal checks during the weekend or during holidays. Persons found or identified without authorization removing, attempting to remove, tampering or causing damage in any manner to the immobilization device will be charged criminally for such act(s) and assessed for damages to said device.

Towing and Impounding

The College reserves the right to remove any vehicles parked in reserved spaces, roadways, fire lanes, handicapped spaces, grass plots, blocking trash dumpsters, abandoned/non-operational vehicles, and other violations as designed in the parking regulations. Vehicles are subject to be ticketed and towed without warning at the owner's expense. All towing, impound fees, fines and the SAPC citations must be paid before the vehicle will be released. St. Andrews Presbyterian College is not responsible for any damages to, the loss of, or theft from any towed vehicles. The process for retrieving a vehicle after it has been towed and impounded is as follows:

- Call the Department of Campus Safety and Security at Ext. (910) 280-2895 to verify that your vehicle was actually towed and not stolen or borrowed by a friend.
- Find out why it was towed. All outstanding fees must be paid before vehicle can be released.
- A receipt will be given, along with a vehicle release form to the owner or operator to take to the towing establishment to recover the vehicle. Transportation to that establishment may be provided depending on the availability of officers and vehicles.

Traffic Fine Processing

St. Andrews Presbyterian College traffic fines are printed on the citations and should be paid in the Business Office in the LA Building. A copy of the ticket must be presented in order to process the fine. Students who have been given fines may request to provide hours of community service rather than pay for the fines. The Senior Assistant Dean of Students grants these requests and designates the work projects. One hour of community service equals \$10 of the fine.

Traffic Fine Appeals for Students

St. Andrews Community members have the right to appeal St. Andrews Presbyterian College parking citations. They may exercise this right through written appeals to the Director of Campus Safety and Security (or designee) within five business days from receipt of the ticket.

The following reasons will not be accepted as grounds for appeals:

- Lack of knowledge of traffic regulations
- Being late for class or an appointment

- Inability to locate a legal parking space
- Inclement weather

Appeals will be forwarded to the Community Honor Committee (CHC). The decision of the CHC shall be final.

Traffic Fine Appeals for Guests

The Director of Campus Safety and Security (or designee) is empowered to resolve complaints about tickets issued to guests by Campus Safety and Security Officers.

Non-Motorized and Electric Vehicle Regulations

For the benefit of each owner, these vehicles must be registered with the Department of Campus Safety and Security as early as possible in the beginning of the semester.

This registration is free and is good for the entire time the vehicle is on campus. Non-Motorized/Electric vehicles include, but are not limited to bikes, skateboards, roller blades, and/or other wheeled conveyances. Non-motorized/electric vehicles are not to be used inside any buildings on campus, including residence halls. (This restriction does not apply to individuals who use these vehicles due to limited mobility.)

The following regulations govern non-motorized and electric vehicles use on campus; violations are subject to administrative fines, and SAPC citations:

- Non-motorized and electric vehicles are not to be stored inside buildings during regular school sessions.
- During Christmas it is required that non-motorized and electric vehicles are removed from campus and taken home or stored in the student's room.
- Non-motorized and electric vehicles are not to be operated on the wheelchair ramps at either end of the Causewalk or on the upper level of the Belk Center College Center.
- Non-motorized and electric vehicles are not to be operated inside any buildings on campus, including residence halls. (This restriction does not apply to individuals with limited mobility who use these vehicles for assistance.)
- Students are encouraged to use sturdy bike locks, park their bicycles in well lighted areas, and use bike racks where provided.
- For reasons of safety for themselves and others, students **must** use caution when riding non-motorized and electric vehicles on the campus walkways and when approaching blind corners.

Appendix F

Sexual Harassment Policy and Procedures

Preamble

The St. Andrews Presbyterian College Statement of Purpose affirms the identity of the College as an institution of the Presbyterian Church. As a consequence, the

College has special obligations to foster an environment that is based upon the moral and ethical foundations of the Church. Sexual harassment in any situation is reprehensible. It subverts the mission of the College, and threatens the well-being of students, faculty members, and staff.

Statement of Policy

It is the policy of this institution that no member of the academic community may sexually harass another. Unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual Harassment defined by these three conditions may involve behavior such as:

- *Verbal*—sexual innuendo, humor, jokes, offensive written notes, sexual propositions, insults, threats
- *Nonverbal*—leering, whistling, suggestive or insulting sounds and gestures, showing pornographic materials
- *Physical*—touching the body (for example, brushing, patting, pinching), sexual assault, or threat of sexual assault.

Incidents of sexual harassment may involve any of the following: Men harassing women, women harassing men, women harassing women, or men harassing men. Sexual harassment is especially serious when it threatens the relationship between student and teacher or the relationship between supervisor and subordinates. Through grades, wage increases, recommendations for graduate study, promotion, and the like, a teacher or a supervisor can have a decisive influence on a student's or a staff member's success and future career at the College and beyond. When a person is subjected to unwanted sexual attention, a situation is created that may have devastating implications for individual students and staff, and the academic community as a whole. Through fear of reprisal, a student, staff, or faculty member may submit to unwanted sexual attention at the price of debilitating personal anguish or may withdraw from a course or position and thus be forced to change plans for a life's work. Conversely, a teacher or supervisor may be inhibited from developing a close and professionally appropriate relationship through fear of initiating a misunderstanding as to sexual harassment. In some cases a person against whom a complaint is directed may be unaware that their behavior is inappropriate or coercive, or one person's actions or words may be misinterpreted by another. Unresolved misunderstandings can interfere with the educational and administrative process even when the action is subject to dif-

ferent interpretations. Unfounded allegations of sexual harassment also are possible. The institution does not countenance sexual harassment or unfounded charges of sexual harassment (slander). The procedures described below are designed to help the institution distinguish one from the other and to protect the rights of both the person making the complaint and the person accused. While sexual harassment most often takes place in a situation of power differential between the persons involved, this policy recognizes also that sexual harassment may occur between persons of the same College status, i.e. student-student; faculty-faculty; staff-staff. Thus, in both obvious and subtle ways, the very possibility of sexual harassment may be deeply destructive to individual students and staff. Academic and career relationships may be poisoned by the subtle and destructive overtones of this problem. For these reasons, the students, staff and faculty of St. Andrews believe that a firm stand against sexual harassment and the establishing of procedures specifically designed to resolve complaints of sexual harassment are critically important for this institution. A person may take a complaint or charge against a faculty member to the Dean of the College. A person wishing to bring a complaint or charge against a student may contact the Dean of Students. A person wishing to bring a complaint or a charge against a non-faculty employee may contact the Vice President for Administration.

This officer of the College shall consider complaints or charges in order to determine whether "just cause" is present to pursue job or disciplinary action and may assemble a hearing body for this purpose. If such action is warranted, existing due process mechanisms for faculty/staff/students discipline or dismissal shall be utilized. Due process procedures for formal complaints or charges against students are described within this handbook. If a student is charged with violation of the sexual harassment policy, the Dean of Students may appoint a special hearing body to hear and adjudicate the case. Due process procedures for formal complaints or charges against members of the faculty are described in the Faculty Handbook, and due process procedures for complaints or charges against non-faculty employees are in the Staff Manual.

Management of the Sexual Harassment Policy

Coordination

Sexual harassment cases requiring counseling can occur across more than one administrative line of responsibility. Because situations in these areas can occur in all administrative areas, an advisory committee will be created to emphasize the commitment of the College to the avoidance of sexual harassment and to represent and coordinate efforts in administrative areas. The Committee will be composed of the Dean of Students or designee (chair), a representative of the Dean of the College, a representative of the Vice President for Administration, a representative of student government, and a representative of the Staff Advisory Committee; the Director of Counseling and Health and Wellness Services, and will meet at least once a year.

Appendix G

St. Andrews Presbyterian College Intellectual Property Policy

Approved by Administrative Council, May 29, 2008

Purpose

In order to provide an environment that is conducive to research and all types of related scholarly, creative and intellectual pursuits, St. Andrews Presbyterian College protects intellectual property rights in conformity with and subject to all applicable copyright, state and/or federal law.

Applicability

This policy applies to all full and part-time employees and students.

Coverage

Furthermore, the policy applies to the ownership by the creator of anything that was created in the normal course of the academic and intellectual life of the College, that is patentable, copyrightable or otherwise marketable, and that falls in the traditionally and widely understood category of intellectual property including, but not limited to, books, articles, syllabi, video or audio recordings, photographic materials, computer software, works of art, etc.

Policy

The creator of the work (as illustratively but not exhaustively identified above in "Coverage") is the owner of the work unless: it was (a) commissioned by the College for its use; (b) created at the direction of the College for its use; (c) funded by the College for its use; (d) developed using funds from a contract, grant or other outside funding source in which the College is a party, and which may therefore involve third party ownership rights; or (e) the College has waived its right of ownership; or (f) the right of ownership has been specified in a contract or similar document.

Interpretation

In any instance in which this policy or any related item requires, or seems to require, interpretation, its interpretation is the sole right and privilege of St. Andrews Presbyterian College, subject to all applicable copyright, state and/or federal law.

